



## **ALVIN INDEPENDENT SCHOOL DISTRICT**

### **Medication Guidelines**

**When possible, all medication should be given at home.** Alvin ISD staff will **not** administer medications that are ordered every morning, once a day, or every 8 or 12 hours. These medications must be administered at home. If it is necessary to administer medication during school hours, medication will be dispensed according to the following guidelines:

#### **Prescription Medication:**

- Must be provided by the parent/guardian.
- Must be in the original container.
- Must be accompanied by written permission from a parent/guardian with specific directions, including the student's name, date, name of medication, dosage, time to be administered, and reason for giving.
- Must have an affixed pharmacy label including the student's name, doctor's name, name of medication, dosage, and time to be administered. A written order from a licensed physician is required for variations from the label directions.
- Medication must be brought to the clinic upon arrival to school.
- Medication will be stored and dispensed by the school nurse, clinic assistant, or a school employee assigned by the principal. Exceptions are made in life-threatening situations as determined by the prescribing physician. Forms for these exceptions are available from the school nurse.
- Emergency medications will be stored in a secure, unlocked location within the nurse's office.
- Non-emergency medications will be stored in a locked location within the nurse's office.
- Sample medication must be accompanied by a written order from the prescribing physician including specific directions.
- Non-FDA approved/alternative medication may only be given with a doctor's order.
- Expired medications will not be given.
- No narcotic medications will be administered during school hours, after school, or on field trips. Pain that must be managed with narcotics should be treated at home. This applies to any medication containing a narcotic including pain medicine and cough suppressants.
- Physician's orders and parent consent must be renewed each school year.
- Medication from foreign countries, including Mexico, will not be given.
- Any medication that needs to be returned home must be picked up by the parent unless other arrangements have been made with the nurse.
- Medication left at the end of the school year will be disposed of appropriately.
- In accordance with the Texas Nurse Practice Act, Rule 217.11, the school nurse has the responsibility and authority to clarify any medication order or procedure with an appropriately licensed practitioner and/or refuse to administer medication that, in the nurse's judgment, is not in the best interest of the student.

## **Over the Counter Medication:**

- Must be provided by the parent/guardian.
- Must be in the original container.
- Must be accompanied by written permission from a parent/guardian with specific directions, including the student's name, date, name of medication, dosage, time to be administered, and reason for giving.
- Must be age-appropriate and administered according to the label direction. A written order from a licensed physician is required for variations from the label directions.
- Medication must be brought to the clinic upon arrival to school.
- Medication will be stored and dispensed by the school nurse, clinic assistant, or a school employee assigned by the principal.
- Medications intended for the same purpose, such as pain relievers, decongestants, antihistamines, etc., will not be kept for longer than 10 consecutive days, or as specified on the label, unless a written order is received from a licensed physician.
- Physician's orders must be renewed each school year.
- Must be approved by the Food and Drug Administration. This includes, but is not limited to, vitamins, nutritional supplements, herbal preparations, or other alternative therapies. Medication from foreign countries, including Mexico, will not be given. Supplements and/or alternative therapies must have a doctor's order to be administered at school.
- Herbal or dietary supplements provided by the parent will be administered only if required by the student's individual education plan or Section 504 plan. A doctor's note must be provided and renewed each year.
- Expired medications will not be given.
- Any medication that needs to be returned home, must be picked up by the parent unless other arrangements have been made by the nurse.
- Medication left at the end of the school year will be disposed of appropriately.

## **Field Trip Medication:**

- Long-term medications will be given by a trained staff member during the school day field trips. One dose of your child's medication will be sent with the designated staff member in a properly labeled container from the pharmacy where the prescription is filled. If you do not provide a second container, the nurse may remove all but one dose of the medication and store the remainder in a labeled envelope until the bottle is returned.
- Over the counter (OTC) medications will not be given on field trips.
- The parent may elect not to have the child receive medication on a field trip.
- The parent may attend the field trip and administer medication to his or her child.
- Injectable and other emergency medications (epinephrine and insulin) will be given by trained staff members designated by the principal. Students with doctor's orders to independently manage their allergies, diabetes, or seizures will be allowed to do so provided that the appropriate papers are completed.
- For overnight field trips: OTC and prescription medications will be allowed. The medication must comply with the same requirements for school administration. Medications will be provided by the parent and given by trained staff members.