



## MEDICATION POLICY

All medication must be brought to the Nurse's Clinic where it will be kept in a locked container or cabinet. Students may not possess any form of medication while at school other than while bringing it to the Nurse Clinic. Medication will be refrigerated only if refrigeration is required by the medication's labeling. At the end of the school year, all medication left at school will be returned to the parent or destroyed.

### PRESCRIPTION MEDICATION

A designated Great Hearts employee may administer medication to a student provided:

1. Great Hearts has received a written request to administer the medication from a parent, legal guardian, or other person having legal control of the student. You may obtain a request form from the school nurse or the front desk.
2. Prescription medications must be in English & the original container, bearing a prescription label that includes the student's name, the name of the medicine, directions concerning dosage, the name of the prescribing physician, the name of the pharmacy filling the prescription, and the date the prescription was filled.
3. Prescription inhalant medications, properly labeled, may be carried by the student only if directed in writing by the physician and parent. This request must be filed in the Nurse Clinic. Please request the appropriate form from the school nurse.
4. All physician's sample medication must be accompanied by a written authorization from the physician.

No Great Hearts employee will be required to give medication above the daily recommended dosage by the Federal Drug Administration (FDA).

No medication will be dispensed for a missed dose unless written authorization is received from the parent or legal guardian for each dose missed.

**\*\*\*CONTROLLED SUBSTANCES MUST BE DELIVERED BY THE PARENT/GUARDIAN TO THE SCHOOL NURSE. YOU MUST SIGN THAT YOU DELIVERED THE MEDICATION AND HOW MANY IN THE PRESENCE OF THE NURSE OR DESIGNATED REPRESENTATIVE.**

### OVER-THE-COUNTER MEDICATION

Designated Great Hearts employees may administer over-the-counter medications to students if the following conditions are met:

1. Great Hearts has received a written request to administer the medication from a parent, a legal guardian, or other person having legal control of the student.

# GreatHearts

## Northern Oaks

2. The written request of the parent/guardian must indicate the dosage, frequency of need, reason the medication is needed, and the date(s) of requested administration.
3. The medication must be stored in the original container. Dosage must be within the recommended amount for the weight of the student. Medication may not be given for longer than 5 consecutive school days unless directed by a physician.

The student will report to the Nurse Clinic to take any medication. Exceptions to the Nurse Clinic being the location for administering medications may be made if such is recommended by an ARD committee.