

Dodgeville School District Medication Policy

The policy of the Dodgeville School District is to provide optimum health and safety of all students who attend the Dodgeville School District. This policy covers medication of any type including prescription and over-the-counter medications, and by any route of administration.

- ◇ The district recommends that medications be administered at home if possible, but understands there are times when medication must be administered during school hours.
- ◇ This policy addresses proper administration of medication to the students who require medication during the school day and will be strictly followed.
- ◇ **Choices for medication administration include:**
 - Parent or designated person may come to school and give it to the child at the appropriate time. Parent assumes all responsibility for the care of the child.
 - Parents may discuss with the child's doctor to arrange an alternative schedule for the medication so it can be given at times outside school hours.
 - With parent authorization for all medications and physician authorization for prescription medications, school personnel who are trained may dispense the medication as directed to the child at the necessary times.
- ◇ **For medications given at the school by school personnel the following is required:**
 - Written authorization on the *Medication Consent Form* signed by the parent/guardian for all prescriptions and over-the-counter medications.
 - Written instructions for prescription medication on the *Medication Consent Form* and signed by the physician or primary care provider.
 - The medication must be in the prescription bottle with a clear legible label or in the original labeled container if over-the-counter medication.
 - Medication without the proper signed authorization and not in properly labeled containers will not be given by school personnel.
 - Staff will be trained to properly dispense and record the medication in the absence of the school nurse.
 - The school district and nurse reserve the right to refuse to administer any medication at school which may have complicated processes, may cause potential harm to the student or personnel, or which has potential for complications beyond the scope of available care at the school site.
 - All medications must be removed from the school at the end of the school year; no medications are kept at school over the summer months.
 - The authorization forms may be found on the school website under the School Nurse tab.