THE SEVEN HILLS SCHOOL

Administration of Over-The-Counter Medication at School

(Guidelines for Administering Medications at School on reverse side)

In order for school personnel to administer <u>over-the-counter medications</u> to a student, the following information must be on file and contain the written consent of a physician/licensed prescriber and parent.

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Name			DOB						
Address			Division						
Phone			Grade						
☐ I refuse consent to the administration of OTC medications to my child at school.									
Parent/Guardian Signature Date									
TO BE COMPLETED BY THE STUDENT'S PHYSICIAN									
Please check any of the following medications & preferred dose for each that may be given to the student while at school. These are the current stock medications available in the Nurses' Offices.									
Acetaminophen (ie. Tylenol) – PRN every 4 - 6 hours for minor discomfort associated with headache, fever or muscle pain									
	The state of the s		10 yrs. – 400mg. (12.5 ml)						
	s./2-3 yrs 160mg. (5ml)		./11 yrs. – 480mg. (15 ml)						
	s./4-5 yrs. – 240mg. (7.5ml)		er/12 yrs. – 640mg. (20ml)						
	s./6-8 yrs. – 320mg. (10ml)	Other –							
Possible side									
Ibuprofen (ie. Motrin, Advil) – PRN every 6 - 8 hours for minor discomfort associated with headache, fever or muscle pain – to be given with food									
•	/1-2 yrs. – 80mg. (4ml)	☐ 60-71 lbs /9-1	10 yrs. – 250mg. (12.5ml)						
	/2-3 yrs. – 100mg. (5ml)		yrs. – 300mg. (15ml)						
	/4-5 yrs. – 150mg. (7.5ml)	er/12 yrs. – 400mg. (20ml)							
	/6-8 yrs. – 200mg. (10ml)	Other –	,	.9. (==:)					
Possible side effects:									
Calcium carbonate USP 1,000 mg. (ie. Tums) – for upset stomachs, indigestion									
☐ 1 – 2 chewable tablets once per day at school									
Possible side effects:									
First aid items	s:								
☐ Triple a	Intibiotic ointment for minor wounds	Hydrocortison	ne cream for itching from insect bites, rashes						
	ne lotion for itching from insect bites, rashes	Opcon – A ey	e drops for itchii	ng, redness due to allergies					
Possible side effects:									
Date to begin	n administration	Date to terminate administration							
Physician Name									
Physician Ph	one #	Physician Eme	ergency Phone #						
Physician Sig	gnature	Date							
Any over-the-counter medication must be in a topical or oral form. It must be in a clearly marked container containing the name and concentration of the medication.									
TO BE COMPLETED BY PARENT OR GUARDIAN									
The undersign				Aministration or non-					
The undersigned agrees not to file or make any claim against anyone for negligence in connection with the administration or non- administration of any medicines and further agrees to save such individuals and hold them harmless from any liability incurred as a result of									
the administration or non-administration of any medicines. I am fully aware that requested medication may be, by necessity in the									
absence of the school nurse, self-administered under the supervision of medically unlicensed school personnel (OAC 4723-13-02).									
	I have read the Guidelines for Administrating Medications at School and will abide by them. As required by law, I will submit a revised form if there								
	es to the above information. I grant consent to administer (•							
	dian Signature	Date							

Guidelines for Administering Medications at School

A school nurse may administer medication during school hours to students in the school according to the following guidelines. In accordance with OAC 4723-13-02, medication may also be self-administered by the student with the assistance of medically unlicensed school personnel in the absence of the school nurse.

Medications **MAY NOT** be kept and taken by individual students except as outlined below in #7.

- 1) The medication must be prescribed by a licensed prescriber.
 - a) A written order for the prescribed medication, dosage, duration of dosage, and a statement explaining the administration of the dosage and the possible side effects, signed by the licensed prescriber, must be on file in the nurse's office before the medication can be given. A new form must be completed if a medication dosage is adjusted. In an emergency, orders may be faxed from the licensed prescriber.
 - b) The school nurse, if available, will administer pills, capsules, chewable, or liquid medication. An unlicensed staff person may assist the child in self-administering pills, capsules, chewable, or liquid medication and may assist a child with his/her inhaler. Neither the nurse nor the staff will administer any medications requiring injections or the use of syringes or similar instruments with the exception of an epinephrine autoinjector in the treatment of an allergic reaction. Care guidelines for diabetic students will be determined on an individual basis.
 - c) Over-the-counter medications may be given by the nurse provided they are prescribed in writing by a licensed prescriber and all above qualifications have been met. If the nurse is not available, an unlicensed staff person may assist the child in self-administering over-the-counter medications provided they are prescribed in writing by a licensed prescriber and all above qualifications have been met.
- 2) A statement signed by the parent or guardian giving permission to the school nurse to administer prescribed medication and permitting the student to self-administer the medication in the absence of the school nurse with the assistance of medically unlicensed school personnel must be on file in the nurse's office before medicine is given. Medication will not be given without this statement and the licensed prescriber's order on file.
- 3) The parents' statement must also include a clause providing that the parents agree not to file or make any claim against anyone for negligence in connection with the administration or non-administration of any medicine and further agree to save such individuals and hold them harmless from any liability incurred as a result of the administration or non-administration of any medicine. Forms for this information are available in the nurse's office.
- 4) In all cases, the parents must assume responsibility for the safe delivery of the medication to the school. All prescribed medication must be in the original containers clearly marked by the pharmacist with the student's name, the dosage directions, physician's name, and the prescription number. The pharmacy will provide a second container for use at school if asked. **Over-the-counter medications** must be in a clearly marked container containing the name and concentration of the medication.
- 5) Except as stated in #7, all medications must be delivered to the school nurse, who will keep them in a locked place.
- 6) The school nurse is not responsible for any medications taken/given on overnight field trips or for medications required during Extended Day or Holiday Care. These medications must be supplied separately by the parent(s) to the Extended Day or Holiday Care programs or to the sponsors of the trips.
- 7) In order for a student to carry and use his/her inhaler, insulin, or epinephrine autoinjector on his/her own, he/she must have a statement from the licensed prescriber and parent indicating that assistance is not required.

Date	Time	Medication	Reason	Dose	Init.	Date	Time	Medication	Reason	Dose	Init.
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