

Clinton Christian Academy
Administration of Medication in School

Dear Parent:

As a school district, we understand that in order to be safe and able to benefit from the educational program, some students will need to take medicine at school. If your child must have medication of any type given during school hours, including over-the-counter drugs, you have the following choices:

1. You may come to school and give the medication to your child at the appropriate times.
2. You may obtain a copy of a medication form from the school secretary. Take the form to your child's health provider and him/her complete the form by listing the medication(s) needed, dosage, and the number of times per day the medication is to be administered. The prescriber for both prescription and over-the-counter drugs must complete this form. Prescription medicines must be brought to school in a pharmacy-labeled bottle, which contains instructions on how and when the medication is to be given. Over-the-counter drugs must be received in the original container and will be administered according to health care providers written instructions.
3. You may discuss with your health care provider an alternative schedule for administering medication (e.g., outside of school hours).

School personnel will not administer any medication to students unless they have received a medication form properly completed and signed by the prescriber, and the medication has been received in an appropriately labeled container. In fairness to those giving the medication and to protect the safety of your child, there will be no exceptions to this policy.

If you have questions about the policy, or other issues related to the administration of medication in the schools, please contact the school secretary at the following number 660-890-2111.

Please see p. 2 & 3 for more policies.

CLINTON CHRISTIAN ACADEMY NON-INJECTIBLE MEDICINE POLICY

Any prescribed medication brought into the facility by the parent, legal guardian, or responsible relative of a child shall be dated, and shall be kept in the original container. The container shall be labeled by a pharmacist with:

- a) The child's first and last names;
- b) The date the prescription was filled;
- c) The name of the health care provider who wrote the prescription, the medication's expiration;
- d) The manufacturer's instructions or prescription label with specific, legible instructions for administration, storage, and disposal;
- e) The name and strength of the medication.

Over-the-counter medications shall be kept in the original container as sold by the manufacture, labeled by the parent, with the child's name and specific instructions given by the child's health professional for administration.

All medications, refrigerated or unrefrigerated, shall have child-resistant caps, shall be kept in an organized fashion, shall be stored away from food at the proper temperature, and shall be inaccessible to children. Medication shall not be used beyond the date of expiration.

PERMISSIBLE ADMINISTRATION OF MEDICATION

The administration of medicines at Clinton Christian Academy shall be limited to:

- a) Prescribed medications ordered by a health care provider for a specific child, with written permission of the parent or legal guardian;
- b) Nonprescription (over-the-counter) medications recommended by a health care provider for a specific child in the facility, with written permission of the parent or legal guardian.

TRAINING OF CAREGIVERS TO ADMINISTER MEDICATION

Any caregiver who administers medication shall be trained to:

- a) Check that the name of the child on the medication and the child receiving the medication are the same;
- b) Read and understand the label/prescription directions in relation to the measured dose, frequency, and other circumstances relative to administration (such as in relation to meals);
- c) Administer the medication according to the prescribed methods and prescribed dose;
- d) Observe and report any side effects from medications;
- e) Document the administration of each dose by the time and amount given.

CLINTON CHRISTIAN ACADEMY
271 West Division Road
Clinton, Missouri 64735
660-890-2111

PHYSICIAN'S CONSENT FORM

As school personnel, we must have a physician's order before we are permitted to give any medication. This permission must be in written form on record in the school office.

Child's name _____ may receive:

_____ Prescription medication according to label instructions.

_____ Non-prescription medication such as: cold and allergy medication, accompanied by a note from the child's parent and/or guardian.

_____ Tylenol (Acetaminophen)

Physician's signature _____ Date _____