



ADMINISTRATION OF MEDICATION

The Charter School staff is responsible for the administration of medication to students attending school during regular school hours. It is imperative that practices followed in the administration of medication be carefully delineated to ensure the safety of our students and the legal protection of our employees. Any student who is required to take, during the regular school day, medication prescribed for him or her by a physician or surgeon, must be assisted by designated school personnel.

In order for a student to be assisted by designated school personnel, the Charter School shall obtain both a written statement from the physician or surgeon detailing the name of the medication, method, amount, and time schedules by which the medication is to be taken, and a written statement from the parent, foster parent, or guardian of the student indicating the desire that the Charter School assist the student in the matters set forth in the statement of the physician and providing a release for the designated school personnel to consult with the health care provider of the student regarding any questions that may arise with regard to the medication, and releasing the Charter School and school personnel from civil liability if the self-administering student suffers an adverse reaction as a result of self-administering medication.

Guidelines:

The primary responsibility for the administration of medication rests with the parent/guardian, student and medical professional. Medication shall be administered during school hours only if determined by a physician to be necessary.

Designated staff shall keep records of medication administered at the school. All medication will be kept in a secure and appropriate storage location and administered per physician's instructions by appropriately designated staff.

Designated staff shall return all surplus medication to the parent/guardian upon completion of the regimen or prior to summer holidays.

Designated staff shall establish emergency procedures for specific medical conditions that require an immediate response (i.e. allergies, asthma, diabetes).



The written statements specified in this policy shall be provided at least annually and more frequently if the medication, dosage, frequency of administration, or reason for administration changes.

A student may be subject to disciplinary action if he/she uses auto-injectable epinephrine in a manner other than as prescribed.