

	Students/Families	SF20-0202
	Medication	ADOPTED DATE: February 18, 2020 REVIEWED DATE: REVISED DATE:

It is the policy of Howard Gardner Multiple Intelligence School that medication is to be given outside of school hours whenever possible. However, if it is essential that a student receive medication during school hours, the following criteria **MUST** be met before medication may be administered.

1. The physician and parent/guardian must sign **separate** medication request/consent forms for **each prescription** and nonprescription medication. Forms can be picked up at the school or printed from the school's website. Nonprescription medications include any over the counter (OTC) medications. Students should not be bringing any OTC medications to school.
  - a. All medication must be in the original container/package. Prescription medication must have a current prescription label attached, with the student's name on the label. Please check expiration dates
2. In accordance with the school's drug policy, students may not carry medication to school. The medication must be delivered by a responsible adult directly to the medical office, principal, teacher, or administrative assistant.
3. Parents/Guardians should make every effort to speak with the nurse about medication. Parents/Guardians must also immediately **report in writing** any medication changes to the medical office.
4. All medications must be kept in the custody of the medical room.
  - a. In certain circumstances, students may carry their asthma medication on their person if the following criteria are met:
    - i. The physician must indicate on the Physician Request Form that the student may carry the asthma medication on his/her person and that he/she has demonstrated the ability to self-administer the medication.
    - ii. The parent/guardian must indicate on the Parent Consent Form that the student may carry the medication on his/her person and that he/she is capable of self-administration.
    - iii. The student must demonstrate to the nurse that he/she uses the proper technique when administering medication. The student must notify the medical room/teacher

following each use of the asthma inhaler.

- b. If the asthma medication is made available to other children, the medication will be confiscated, parents/guardians will be notified and the handbook policies regarding the distribution of drugs will be followed.
  - c. With this self-administration of asthma medication policy, the Howard Gardner School bears no responsibility for ensuring that the medication was taken.
5. **Medication requests must be renewed each school year** and medications must be picked up at the end of each school year or they will be disposed of 10 days after the last day of school.
6. ***Per Howard Gardner Medication Policy, if medication along with correct forms is not received in the medical office, the student will NOT be allowed to attend any field trips or leave school property.***

When a child leaves the building for a field trip or traveling off school property, the medication will travel with the student, and the responsible adult familiar with the administration of medication.

