

MEDICATION ADMINISTRATION GUIDELINES

From Menasha Health Services

The number of children requiring prescription medication during school hours has increased greatly the past few years. Medication is dispensed to students by school health aides and/or school personnel under the direction of the school nurses. The following guidelines are strictly adhered to for the accurate and safe administration of medication during school hours.

Administration of medication by school health aides and/or school personnel requires both the signature of a parent and the physician on the consent form. A new consent form is required each time medication or dosage is changed. The medication must be in the original container and properly identified with current information stating the student's name, dosage, frequency, route, physician, and date of prescription. No expired medications will be administered. All medication must be transported to and from school by a **parent or guardian**.

School personnel will not administer any medication unless these guidelines are met.

*Parents are expected to schedule antibiotics and over-the-counter medication outside of school hours.