

Medication Policy

Students may need to take medication while at school to maintain an optimal state of health. Medications given at school must be medically necessary, meaning they **cannot** be given at another time of day away from school.

All medications given, whether daily or as needed, must be prescribed by a licensed medical professional able to do so.

The doctor's order must have the following information:

- The student's name (both first and last)
- The student's date of birth
- The five rights of medication administration (time, route, amount, medication name, person receiving the medication)
- The specific time the medication should be given
- Direction that the medication is to be given at school
- An end date if applicable
- The provider's signature (electronic signature is acceptable)
- The order must be on the practice letterhead with an address and contact phone number if not using the approved WWS paperwork
- The proper ICD code for billing purposes
- The provider's NPI number
- The school year the order is for (beginning July and ending June)
- If a PRN medication, the symptoms for which the medication should be given as well as how often the medication can be given

In addition to the provider's order, a parent or guardian permission is also required.

It is the family's responsibility to provide the school with the medication and the medication order. The medication container must match the doctor's order. **The health office has the right to not pass a medication if the provider's order is incomplete or if the container does not match the medication order.**



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If there are medication and/or medication order changes, it is the family's responsibility to communicate with the health office and provide them with the current paperwork and medication.

Each medication container must only contain the medication listed on the bottle. We request a one month supply when possible.

Medication may be sent into school with the student at the family's discretion. If the family believes the student will not access the medication, cannot open the container, etc. it may be transported in their backpack. If there are any concerns about safety, it is the families responsibility to either deliver the medication to the school or obtain a lockbox for transportation. The health office can offer suggestions for products, if needed.

When the health office has approximately 3 days left of medication, a refill request will be sent home with the student. This will include a form with the student's name, the name of the medication and how much is remaining. It is the family's responsibility to thoroughly check their student's backpack each night for anything coming home from school, including refill requests.

On half days when students are dismissed early, the health office will pass medications through 12pm. Any student whose medication is prescribed to be given after 12pm will not receive their medication that day.

If medication is missed at school for any reason, families will be notified as soon as possible by a member of the health office.