

**Independent School District #622 North St. Paul-Maplewood-Oakdale**  
**Student Medication Procedures**

The purpose of administering medications in school is to assist students to maintain an optimal state of health and therefore enhance their educational success. The intent of this procedure is to assure safe administration of medication (both prescription and over-the-counter) in school for those students who require them. Whenever possible the parent or guardian should make arrangements to administer medications at home.

1. The school nurse (LPN/ARN) will be the designated staff in each building to administer medications. In absence of the school nurse, medication may be administered by a substitute school nurse, principal, teacher, or other staff member trained by a Licensed School Nurse (LSN) or BSN.
2. Request to Administer Medication Form must be received and signed from both parent/guardian AND physician or other authorized prescriber (physician's assistant, dentist, certified nurse practitioner) before prescription or over-the-counter medication can be administered at school. It needs to be renewed annually or whenever there is a change in medication (i.e. dose, time, etc.).
3. For the safety of all students, medications must be brought to the school health office by parent/guardian.
4. Prescription medication must come from the pharmacy in a current pharmacy labeled container. Over-the-counter medications must come in the originally labeled and sealed container with the student's name written on it. All medication must not be expired.
5. Herbal, holistic, homeopathic and/or natural products must be given at home because the Food and Drug Administration (FDA) does not regulate these products in the same manner as prescription medications and there is the potential for these products to interact with other substances, medications and foods.
6. Controlled medications such as Ritalin, Concerta, and Adderall must be counted by the parent/guardian and school nurse as each supply arrives. The count shall be noted on the student's medication record.
7. Any medication requiring clinical nurse judgement such as intravenous, intramuscular, gastrostomy, rectal and emergency medication must be dealt with on an individual basis by the LSN/BSN.
8. Planning for students requiring medications on field trips will be done on an individual basis prior to the trip day. After delegation by the LSN/BSN, the teacher or other trained adult will carry and administer the medication following school policy and procedure.
9. A student may self-administer/self-carry medication at school if so ordered by their licensed prescriber per the self-administration form.
10. Medication must be picked up by a parent/guardian or previously designated adult, unless otherwise specified on the Request to Administer Medication Form. Medication voluntarily surrendered or abandoned at schools at the conclusion of each school year will be disposed of by the LSN in coordination with local law enforcement.