

SIERRA-PLUMAS JOINT UNIFIED SCHOOL DISTRICT

SUGGESTIONS FOR SCHOOL PROCEDURES FOR ADMINISTERING MEDICATION DURING SCHOOL HOURS

1. Completed Parent Request and Physician Request forms to be returned to school before school personnel administer medication.

2. Labeled medication brought to school and kept in locked drawer or cabinet at school, or refrigerated if required.

3. School Administrator instructs non-medical personnel in any special techniques, or authorizes a school nurse to give such instructions, i.e., hypodermic injection for allergic reactions.

4. Periodic review of case to determine continued need for administration of medication at school.

5. Medication given must be recorded.

DIRECTIONS FOR GIVING MEDICATION

1. Do not talk to anyone (except the child) while you are giving the medication.

2. Say the name of the child to him/her - be sure you know who he/she is.

3. Check the child's medication container, saying the name and time and dosage aloud.

4. Check the medication container, saying the child's name aloud.

5. Give the right child the correct amount of medication according to the Medication Log.

6. Fill your name in on the Medication Log for that day.

7. Write "absent" if he/she is not in school.

A properly filled out form should be in the medication box for each medication container. This is the responsibility of the school principal.