

Dear Parent/Guardian

**Please review Evergreen Park Community High School's Board policies regarding medication in the school setting. A medication authorization form is enclosed if it is necessary.**

Thank you,

Jeannine Witowski RN CSN

#### **4.1.1 Medication**

##### **1. Possession and Use of Medication in School.**

Pursuant to Board Policy 4.1.0, students are prohibited from bringing to school or self-administering any medication, whether prescription or non-prescription (hereafter "medication") or prescribed treatments or non-prescribed treatments (hereafter "treatment") except in strict accordance with these regulations. No District employee may either have in his/her possession for the benefit of a student or administer to a student any medication or treatment except in accordance with these regulations.

##### **2. Authorization form prescription and non-prescription medication and treatment.**

A student who needs to receive prescription medication or treatment of any kind during school hours to attend school must, prior to taking such medication or treatment at school, provide the building Principal with a completed consent form signed by the student's physician and the student's parent or guardian.

##### **3. Administration of Physician Prescribed Medication and Treatment.**

The building Principal and the school Nurse shall be responsible for the administration of physician prescribed student medication and treatment. All student medication shall be kept in a secure place by the school Nurse or the building Principal. All medication must be clearly marked with the student's name, doctor's name, contents and dosage. Medication and treatment will be administered by the school Nurse whenever possible. In the event the school Nurse is not available to administer the medication or treatment, this matter will be handled by the building Principal. The school Nurse or building Principal shall be responsible for keeping a record of all treatment administered to the students, including the time the treatment was administered and who administered the treatment. At the end of the specified treatment period, all remaining medication must be picked up by the parent.

##### **4. Administration of Prescription and Non-Prescription Medication to Special Education Students.**

All medication and treatment, both prescription and non-prescription, shall be administered to Special Education students following the Rules and Regulations for Implementing Board Policy 4.1.1. A statement noting the

following shall be included in the student's IEP; Type of medication the student requires; physician's name, dosage, and place of storage. This information will be kept on file with the student's IEP and updated on at least an annual basis.

#### **4.1.1.2 Medication-Exhibit B**

##### **Student Medication and Treatment**

The Board of Education prohibits students from bringing to school or school-sponsored activities any medication, whether prescription or non-prescription, except in accordance with this policy and any implementing regulations. The Board of Education discourages the use of medicines in school unless it is absolutely necessary for the critical health and well-being of the student. Under no circumstances shall teachers or other non-administrative school employees, except the school Nurse, be required to administer medications to students. However, this policy shall not prohibit any school employee from providing emergency medical assistance. Recognizing that it may be necessary on occasion for a student to receive medication while attending school, the Board authorizes the administration of both prescription and non-prescription medications with written physician approval, and prescribed treatment during the school day to students who require such medication or treatment to attend school. The Board of Education recognizes that administration of such medication or treatment must be carefully supervised and controlled in order to protect the health and safety of students. Accordingly, the Superintendent is authorized to establish rules and regulations to implement this policy. Said procedure shall include the manner in which both prescription and non-prescription medication and treatment will be administered to students.