



MEDICATION PROTOCOL

Diagnosis and treatment of illness and the prescribing of drugs and medications are never the responsibility of a school and should not be practiced by any school personnel. ACC acknowledges that some scholars may require prescribed medication during the school day. If medication is necessary during school hours, it will be administered in compliance with appropriate laws and school policies.

For the school Health Office personnel to administer a prescription medication to a student at school, a Medical Authorization Form should be completed and signed by a parent/guardian and health care provider, then submitted to the Health Office.

The Medical Authorization Form requires the scholar's name, name of medication, purpose of medication, dosage, time(s) to be administered, and both the parent/guardian(s) and health care provider(s) signatures.

The following procedure will be followed for medications to be taken at school:

1. The medication must be supplied in the original prescription bottle or container and be properly labeled by a pharmacist or health care provider.
2. The medication will only be administered or self-administered in a manner consistent with the physician's or health care professional's orders and consistent with generally accepted medical practices. The health office may request to receive further information about the prescription, if needed, prior to the administration or self-administration of the medication.
3. The school nurse or health office personnel, will:
 - a. Inform appropriate school personnel of the medication.
 - b. Administer the medication per health care provider's orders.
 - c. Keep a record of the administration of medication.
 - d. Keep medication in a locked cabinet. Prescription medications shall be left with the appropriate health office personnel.
4. The parent(s)/guardian(s) of the scholar will assume responsibility for immediately informing the health office of any change in the scholar's health or change in medication and immediately provide a new medical authorization or container labeled with new pharmacy or health care provider's instructions.

Non-prescription medication, such as Tylenol, ibuprofen, or cold remedies, will not be administered to students under any circumstances by school personnel apart from this process without parent/guardian permission and completion of Over-the-Counter Medication Form. Middle school scholars may self-administer non-prescription pain relievers (such as acetaminophen, ibuprofen, aspirin, or naproxen) with parent/guardian permission and completion of a "Self Administration of Non-Prescription Pain Medication Form". Scholars observed by school personnel self-administering unauthorized medications will be reported to their parents/guardians.

This medication protocol will apply to all students regardless of age.