



NORTH CHICAGO COMMUNITY UNIT SCHOOL DISTRICT 187

1717 17th St, North Chicago, IL, 60064

HEALTH SERVICES: 847-505-7245 FAX: 800-317-9785

To: Parents/ Guardians

Re: Medication Administration while at School

Parents/ guardians have the primary responsibility for the administration of medication to their children. Only those medications necessary to maintain a student in school and which must be given during school hours or school activities may be administered to a student. The administration of medication to students is subject to guidelines established by the Superintendent/Principal or designee, in keeping with state agency recommendation (e.g., Illinois Department of Professional Regulation, Illinois Department of Public Health, and Illinois State Board of Education). **Prescription medication and over-the-counter medication orders must be renewed yearly.**

1. **Medication authorization form**--no school personnel shall administer to any student, nor shall any student possess or consume *any prescription or non-prescription* medication except after filing a completed Medication Authorization form. This authorization and subsequent changes shall include:
 - a. Physician, physician assistant or advanced nurse practitioner written prescription with Child's name, medication name, dosage and date of order;
 - b. Administration instructions (route, time or intervals, duration of prescription);
 - c. Intended effects and possible side effects;
 - d. Parent/guardian signature and emergency phone numbers.

The school nurse/health aide will review the written authorization and will consult with the parent/guardian, licensed prescriber, or pharmacist for additional information as necessary.

2. **Appropriate Containers**-- Medication and refills are to be provided in containers which are prescription labeled by a pharmacy (to display Rx number, student name, medication dosage, directions of administration, date and refill schedule, pharmacy label) or for non-prescription over-the-counter medication must be new and in original sealed container/box).
3. **Self Administration**-- A student may self-medicate at school if so ordered by his or her physician. However, the medication must be stored in health office and a completed Medication Authorization form is on file. For "as needed" medications such as those taken by students with asthma or allergy, the physician may also order that the student carry the medication on his or her person. Self-administration privileges may be withdrawn if the student exhibits behavior, which indicates lack of responsibility toward self or others in regards to his or her medication.
4. **Storage and Record Keeping**-- Medication will be stored in a locked cabinet. Those requiring refrigeration will be in a secure area. Each dose will be recorded in the student's individual health record. To assist in the safe monitoring of side effects and/ or intended effects of the treatment with medication, faculty and staff may be informed regarding the medication plan.
5. **Documentation, Changes, Renewals and Other Responsibilities**-- to facilitate needed documentation, physician orders, any changes in the orders, and parent permissions may be faxed to: 800-317-9785. It is the parent/guardian responsibility to assure all physician orders and permissions are brought to school and refills provided when needed and to inform the school nurse/ health aide of any significant changes in the student's health. Medication must be brought to the school health office by the parent/guardian only, NO EXCEPTIONS.