



CONCORD

CHRISTIAN SCHOOL

Medication Administration Policy

The administration of medicine during school hours should be limited to those necessary to maintain the student's health and their enrollment and attendance in school. Over the counter (O.T.C.) medication such as Tylenol, Advil, or Tums are included in these regulations. CCS regulations are in compliance with TN state law.

Regulations

- All medication must be in the appropriate container. Prescription medication must be in the original pharmacy container clearly labeled with the child's name, name of physician, date of prescription, name and telephone number of the pharmacy, name of medication, dosage and frequency of administration. OTC medication must be in the original container with the student's name clearly written on it.
- A parent/guardian must bring all medications to the office. Children should not transport medications to and from school; this includes medication placed in a backpack.
- **Over the Counter (OTC) Medication** – An *Over the Counter Medication Consent Form* must be completed by a parent/guardian and must be on file with the school before any medication can be given. The parent/guardian must select which, if any, OTC medications they want their child to be able to receive at school and school events. Choosing any medications on the form, gives consent for the student to receive OTC medications.
- **Prescription medication**- A *Prescription Medication Form* must be completed by a parent/guardian and must be on file with the school before any medication can be given. A separate form is needed for each medication. These forms must be renewed every school year.
- The first dose of all medication must be given at home in case of adverse reaction.
- Changes in medication or dosage must have an updated *Prescription Medication Form* on file.
- Parents/guardians will be communicated with in person, by phone, or by email if there are any problems with administration of the medication.
- Only empty medication bottles will be sent home with students. At the end of the school year, if the parent/guardian does not pick up the medication, school personnel will dispose of leftover medication.
- No medication will be given past the expiration date.

- Medications must be stored in a separate locked drawer or cabinet. Each dose of medication must be documented in the student's medical records on the school software program. This should include the name of the medication, dosage, time given and personnel administering it.

Self-Carry Medications

- Students may not carry any medication on their person with the exception of inhalers for asthma, Epi-Pens or insulin delivery systems.
- Written permission from a parent/guardian and physician must be on file in the school office. These forms must be renewed every school year.
- The student's parent/guardian shall sign a statement acknowledging
- that the school shall incur no liability and the parent or guardian shall indemnify and hold harmless the school and its employees against any claims relating to the possession or self-administration of the inhaler.
- The student must have a willingness to comply with school rules about the use of the medication during school hours.
- Student's self-possession privileges may be revoked if the student misuses the medication or offers it to another student.