

Medication Procedures for Westminster Students

During the school year, every effort should be made by the parent to give medications during non-school hours. Parents are encouraged to give “long-acting” or “time-released” medications to their child when possible, to eliminate the need for dispensing medications during school hours.

The following protocols will be used to help ensure that each student will receive medication in the safest and most efficient manner.

1. The term “medication” as used in these procedures includes but is not limited to: prescription and non-prescription products, chemicals, vitamins, pills, herbal agents, and other substances used as a treatment or remedy for a medical condition, injury or disease.
2. ALL medications must be turned in to the school office by the student’s parent/guardian or other responsible adult in the original container. Students are not permitted to carry or possess any type of medication while on school property.
3. For all **Prescription** medication turned into the school office:
 - a. A completed School Medication Prescriber/Parent Authorization Form signed by the **Prescriber and Parent** must be submitted. Forms will be available in the school office and on the web site.
 - b. If the medication order is changed during the school year by the licensed prescriber, a new School Medication Prescriber/Parent Authorization Form must be completed by the prescriber and parent.
 - c. Medication can only be accepted in the original, properly labeled container.
4. For all **Non-prescription/OTC medication** turned into the school office:
 - a. Parents will be called for permission to administer OTC (Over the Counter) medication each time a child comes to the office with a complaint.
 - b. OTC medication must be age appropriate according to the manufacturer’s directions.
 - c. It is not necessary to send one container of OTC medication per student. One per family will be sufficient as long as it is age appropriate.
5. Medication Labeling
 - a. For prescription medications, a current pharmacy labeled container is required which includes the student’s name, prescriber’s name, name of medication, strength, dosage, time interval, method of taking medication, and if appropriate, expiration date. All asthma inhalers must have the prescription label either on the canister or prescription box.
 - b. For non-prescription, OTC medications, an original container of the drug identifying the medication and all the manufacturer’s labeling plus the student’s name (written on the container) should be supplied by the parent.

6. Medication Storage at the School

- a. All medication must be stored in the original pharmacy's or manufacturer's labeled containers in such a manner as to render them safe and effective.
- b. Medication MUST be stored in a securely locked, clean container or cabinet, unless the Prescriber authorizes a different arrangement (including but not limited to: asthma inhalers, epi pens) for specific students.
- c. When the medication has expired it will be discarded. If medications are not picked up by the parent/guardian by May 30 of each year, it will be discarded.

7. Documentation of Medication Received by Students During School

- a. A Medication Administration Daily Record will be filled out for each medication given to each student. This form will be kept with the medication in a locked drawer.