



## CONCORDIA LUTHERAN SCHOOL

PRESCHOOL • ELEMENTARY SCHOOL • MIDDLE SCHOOL

*A Ministry of Concordia Lutheran Church*

### **MEDICATION POLICIES AND WRITTEN CONSENT FOR ADMINISTRATION OF MEDICATION**

In order to protect the health and welfare of the students and school staff alike, Indiana laws require that parents/guardians consent, in writing, to the administration of medication. In order for the school nurse, volunteer school nurse, or a staff member to administer medications to your student, the medication form on the reverse side must be completed and signed. Please read carefully the school policies regarding medication administration during school hours.

**The day-to-day health needs of the students are cared for by the school office personnel.** We have a volunteer nurse who assists us with immunizations, vision, and hearing screenings, but a school nurse is not on-site during school hours. As such we are not able to provide the same healthcare as a registered nurse.

1. The school **must have on record a written prescription order from the prescribing physician/practitioner and written consent** from the parent/guardian for prescription medications. There must be a written consent from the parent/guardian for Over-the-Counter (OTC) medications before they will be administered to a student at school. (NOTE: The label on the prescription bottle/package will meet the requirement for physician's written order.)
2. Medications prescribed and/or OTC meds should be kept in the original container with the pharmacy or brand label affixed. The label must include the following: Student's name, name of medication, dosage of medication, and prescribing physician/ practitioner (if applicable).
3. Herbal and narcotic medications will not be given at school.
4. Medication brought to the school must be checked in at the office and kept in a locked cabinet.
5. Bring in only **enough prescription medication for one week** to accommodate the dose amounts for the established time frame, and only **enough OTC medication to cover one week** of doses.
6. The parent/guardian shall accept the legal responsibility for the safe arrival of his/her child's medication to the school. Medication (OTC and/or prescribed) need to be provided and brought in **by the parent/guardian, not the student.**
7. The school nurse/assigned staff member must be aware of the purpose for which the student is receiving the medication.
8. In specific cases, the school nurse/assigned staff member may require the parent/guardian to come to the school to administer the medication.
9. No school employee, other than the school nurse, will give injections, unless appropriate training has been given.
10. All prescribed medication will be administered strictly in accordance with the written order of the physician/practitioner. The dosage may be changed only if the school is provided with the written order of the physician/practitioner authorizing the change. The school secretary/staff cannot take a physician order over the phone.
11. Over-the-Counter medication will not be administered in any manner inconsistent with the instructions on the brand label, unless the school receives a written order of a physician/practitioner authorizing such administration.
12. Self administration of medication will be determined by student age and ability to do so safely. Per Concordia Policy, students in 6-8 grade may self-carry with appropriate documentation on file. Administration/staff will reserve the right to request a student medication administration be supervised, even if the student administers their own medication at home.

**IC 20-34-3-18 Indiana State Code** reads that a school corporation MAY NOT send home with a student medication that is possessed by a school for administration during school hours or at school functions. Medication that is possessed by a school for administration during school hours or at school functions for a student in grades kindergarten through grade 8 may be released only to:

The student's parent/guardian OR an individual who is at least 18 years of age **and**, designated, **in writing**,  
by the student's parent/guardian to receive the medication. (reviewed ACNPSA 1/21)

### **ENGAGING HEARTS AND MINDS**

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