

DEERFIELD COMMUNITY SCHOOL DISTRICT

NOTICE TO PARENT/GUARDIAN(S) REGARDING MEDICATION ADMINISTRATION AT SCHOOL

If possible, please arrange for your student to take medications outside of school hours. Physicians can often prescribe medications to be given before or after school. If your student is required to take medication during school hours, you must provide the following in accordance with the Deerfield School District Medication Policy:

Medication Policy Guidelines:

1. **Early Childhood-6th grades:** Non-prescription and Prescription medications shall be administered during school hours in the office by designated personnel. A student may self-administer inhalers if the physician and parent/guardian(s) feel the child to be responsible.
2. **7th - 12 grades:** Non-prescription and Prescription medication may be self-administered by these students **except** controlled substances (Ritalin, Prescription Pain Medications, etc).

Administration of Medication at School Guidelines:

1. **Prescription Medication – Parent/guardian(s) and physician** shall complete annually the Authorization for Administration of Prescription/Non-Prescription Medication Form.
2. **Non-Prescription Medication - Parent (only)** shall complete the Authorization for Administration of Prescription/Non-Prescription Medication Form. **However, if the dose exceeds the package recommendations, then a physician signature is also required.**
3. **The Medication Administration Form may be obtained from each school office or from the School Website page.**
3. **The school DOES NOT supply any medication.** Prescription and Non-prescription medication shall be supplied by the parent/guardian(s). Safe delivery of medication to school is parental responsibility. Prescription Medication shall be supplied in an original pharmacy bottle labeled accurately (Ask your pharmacist for another bottle with same information on it for school administration). Non-Prescription Medication shall be supplied in the original manufacturer's container with the students name on it. ***To ensure safety of students, parents need to drop off any medications to the school office.*** Medications should not be brought in by the student or sitting in a student's backpack. For the safety of our students, medication brought in plastic bags will not be accepted.
4. For students who require an Epi-pen, the Emergency Plan for Severe Allergies must be completed annually by parent/guardian(s) and physician. **It is the parent's responsibility to provide your child's school their life saving medications.**
5. For students who require an Inhaler, the **Asthma Action Plan** is an additional form that should be completed annually by parent/guardian(s) and physician to improve control of asthma in school.
6. For students who have a seizure disorder, the **Seizure Action Plan** is an additional form that should be completed annually by parent/guardian(s) and physician.
7. If there is a change/ discontinuation in a medication order, you must have written direction from the physician.
8. Parent/guardian(s) are responsible for removing medication from school when it has been discontinued /end of the school year within one week or it will be disposed of by school personnel.