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**USE OF MEDICATIONS***Procedures and Requirements*

SFCA recognizes that some students may require prescription or nonprescription medication during the school day. In such cases, medication may be administered by the Administrator/Principal or by a designee assigned by the Administrator/Principal for designation of this responsibility. While SFCA has a policy that provides for the administration of medication during the school day, under normal circumstances, prescribed medication and non-prescribed medication should be dispensed before or after school under the supervision of the parent or guardian.

- A. SFCA will communicate a procedure for informing families of the requirements for administering medication during the school day.
- B. The administration of prescription and nonprescription medication at school requires a completed and signed request from the student's parent or guardian. An oral request will not be accepted for the dispensation of prescription and nonprescription medication.
- C. A written order signed by the licensed medication prescriber and the parent/guardian is required for all prescription medication. Such orders must be renewed annually or whenever medication dosage or administration changes.
- D. Prescription medication must be brought to the school by the parent/guardian in the original container and be labeled for the student by a pharmacist. It must be administered in a manner consistent with the instructions on the label.
- E. Nonprescription medication is to be turned in to homeroom teachers in the original container and be marked with the student's name. It must be administered in a manner consistent with the instructions on the label.
- F. The Administrator/Principal or designee may request further information about the medication prior to dispensing it to the student.
- G. Prescription and nonprescription medications are not permitted to be carried by the student. Medications will be housed and locked in a designated area. Exceptions to this requirement are those that are identified as emergency medications needing to be kept by the student for self-administering. Such medications include but may not be limited to prescription asthma medications self-administered with an inhaler, nonprescription pain relievers, prescription epinephrine self-administered with a non-syringe injector and/or other medications included in a health plan.

Students with asthma or a restrictive airway disease are permitted to carry prescription inhalers to self-administer for the treatment of asthma or a restrictive airway disease. Written consent from the parent/guardian to carry and self-administer must be done annually and kept on file. An order from a licensed prescriber and proper labeling of the inhaler is required. The Administrator/Principal must assess the student's knowledge and skills to safely possess and use an asthma inhaler while at school.

- H. The school must be notified immediately in writing by the parent/guardian of any change in the administration of the student's prescription medication. A new medical authorization and container label with new pharmacy instructions shall be required.
- I. All medication administered at school will be documented. Documentation shall include the name and dose of medication, time and date of administration, and the name of the individual who administered the medication.