Alaska Conference
Office of Education

DISPENSING MEDICATION

Administration of Medication at School

Many students are able to attend school regularly only through effective use of medication in the treatment of disabilities or illnesses that will not hinder the health or welfare of others. If possible, all medication should be given by the parent at home. If this is not possible, it will be done in school in accordance with the following guidelines:

1. A person(s) appointed by the principal shall supervise the secure and proper storage and dispensation of medication.
2. Medications administered in school must be received in the container(s) in which they are dispensed by the prescribing physician or licensed pharmacist or in their original container if is a non-prescription medication.
3. Written permission must be received from the parent or guardian of the student, requesting that the school comply with the physician's order.
4. The designated individual must receive and retain a statement signed by the physician, who prescribes the medication.
5. The parent, guardian, or other person having care and charge of the students must agree to submit a revised statement signed by the physician who prescribed the medication to the designated individual in *any* of the information originally provided by the physician changes.
6. No employee authorized by the principal to administer a prescribed drug and who has a copy of the most recent physician's statement shall be liable in civil damages for administering or failing to administer the medication unless he/she acts in a manner that constitutes "gross negligence or wanton reckless misconduct."
7. No person employed by the Alaska Conference of Seventh-day Adventists shall be required to adminis- ter medication to a student except in accordance with the requirements established under this policy.
8. In cases where the prescribing physician and the parents permit the student to self-medicate,
   (a) the medication is to be kept in secure storage,
   (b) the medication administration request form must still be completed and submitted to the school, and
   (c) the medication is to be taken *in the presence of a designated school personnel*. Students will not be permitted to administer their own medication in unsupervised areas.

We strongly urge parents, physicians, and dentists to schedule medications so students do not have to be administered drugs during school yours. If it is necessary for the student to receive medication during the school day, the administration request form must be completed, signed and submitted before any school personnel are authorized to administer the drugs. If you have any questions or concerns regarding the policy and/or procedure, please contact the school administrator.

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DISPENSING MEDICATION REQUEST

Permit for Dispensing Prescription/Non-Prescription Medication to Students

PARENT REQUEST

I am the parent/guardian/caretaker in charge of (*student name*)_____.
I am requesting that the following medication be given to this student, according to instructions provided by the physician, and have read the school policy pertaining to the administration of medication to students at school.

Date_____ Parent Signature_____

PHYSICIAN'S STATEMENT

FOR _____ PERSONNEL
(Name of School)

Since medication for the student listed below cannot be scheduled for other than school hours and administration of such prescribed medication may be supervised by medically *untrained* personnel, it is requested that the medication as indicated below be administered by school personnel.

Name of Student _____ Birth Date _____

Address _____ Telephone _____

Name of medication _____ Dosage _____

Instructions _____

_____

Date administration is to begin _____ Date to cease _____

Severe adverse reactions that should be reported to the physician: _____

_____

One or more telephone numbers at which the physician can be reached in case of an emergency:

Primary_____ Secondary_____ Alternate: _____

Physician's Signature _____ Date_____

Physician's Name (printed) _____