

## HOWLAND LOCAL SCHOOLS

**TO:** Parents/Guardians  
**FROM:** School Nurse  
**DATE:** August 2014  
**SUBJECT: Procedures for Dispensing Student Medication  
Prescription and Non-Prescription**

The Howland Board of Education Policy 5330 and Revised Code 3313.713 provide specific guidelines for parents/guardians to follow regarding the dispensation of medication by school personnel, as follows:

- A. Before any medication can be dispensed, the parent/guardian must obtain a Physician's/Parent's request form for the dispensation of the medication from the principal's office. An explanation regarding the procedures will be provided at that time. The request form must then be completed by the attending physician and the parent/guardian and returned to the principal's office for final approval by the school.
- B. No medication, prescription or non-prescription, will be given to the child at school until the completed form is on file. This would also mean that the **student is not permitted to carry any medication on his/her person, but must have it registered and secured in the clinic.** It should be noted that medication refers to all pills, tablets, and liquids including aspirin, cold medicines, and cough syrups.
- C. An inhaler can be carried by a student if the proper authorizations are provided by the student's parent and physician to the school nurse. Contact your school nurse for authorization form.

If it is determined that medication must be given at school and the parent has not secured the Physician's/Parent's request form prior to an appointment, the parent/guardian should obtain the following information in writing from the physician at the appointment to present to the school:

1. The name and address of the student.
2. The school the student attends.
3. The name and dosage of the medication.
4. The time(s) the medication is to be given.
5. The times or intervals at which dosage of the drug is to be given.
6. The date the dispensation of the drug is to begin.
7. The date the dispensation of the drug is to end.
8. Any severe adverse reactions that should be reported to the physician and one or more phone numbers at which the physician can be reached in an emergency.
9. Special instructions for dispensation of the drug, including sterile conditions and storage.
10. Doctor's signature, address, and phone number.

It should be noted that if any of the conditions listed in 1-10 above do change, the parent/guardian should submit a revised physician's statement listing the change(s).

Medications are to be brought to school in appropriately labeled containers, along with the physician's notes, and be given to the principal's office by the parents/guardians.