

Adlai E. Stevenson High School

Guidelines for Administration of Medication

Medication shall not be administered to a student at school unless absolutely necessary to maintain the continued attendance of the student. The Illinois School Code prohibits school personnel from dispensing any medication including over the counter medicine to a student without written permission from the student's Parent or Guardian and Licensed Prescriber. If it is determined that medication must be given to a student at school, the procedure set forth below shall be followed:

- All medication, prescription or over the counter, shall be administered by a Registered School Nurse.
- **Permission Form to Administer Medication** must be signed by the student's Parent or Guardian and Licensed Prescriber, must be on file in the Nurse's office. The form must have name of the student, name of medication, dosage, how often medication should be administer and the desired benefits of the medication giving.
- Prescription medication must be brought to the Nurse's office by a parent or guardian in the original prescribe container.
- Some Over the Counter medications are stocked at the SHS Nurse's office.
- The Permission Form to Administer Medication must be **renewed annually** at the beginning of each school year. You can find the form on line at www.d125.org under **Quicklinks (Medical Forms/Nurses)**.
- The student's parent or guardian must remove any unused medication at the end of the school year. If the parent or guardian fails to remove the unused medicine, the school nurse, in the presence of a witness, will dispose any medication that is not picked up.

The following student may carry medication on his/her person. We also need the **Action Plan** for these students.

- Students with Asthma may have an inhaler with them.
- Diabetic may have their insulin and supplies with them.
- Students with severe allergies may carry an Epi-pen with them.