

POLICY 6.16 - POLICY REGARDING ADMINISTERING MEDICINES TO STUDENTS

The Board of Education urges parents to schedule, to the extent possible, medication of a student outside of school hours. If medication, including over the counter drugs, is to be dispensed during the school day, it needs to be done in accordance with the following Sheffield-Sheffield Lake Board of Education policy.

For students whose medication is dispensed at school, the form entitled "PERMISSION FORM FOR MEDICATION TO BE ADMINISTERED BY SCHOOL PERSONNEL" must be completed with physician and parent signatures prior to the administration of any medication.

In order for school personnel to administer medication, the form must include the following information:

- Name and address of student
- School and class in which student is enrolled
- Name of drug and dosage to be administered
- Beginning date for administration of drug
- Date on which administration of the drug is to stop
- Name, address and phone number of physician prescribing drug
- Any adverse reactions or side effects should be listed
- Special instruction for storage or administration should be included

Any changes in initial information (i.e. medication, dosage, time of administration, physician) requires a new signed authorization form from both the parents and the physician.

Both parent/physician authorizing forms must be submitted at the beginning of each school year. Medication remaining at the end of the school year must be claimed by the parent within 5 days or it will be discarded.

Only medication in its original bottle will be given. Prescription medication must be labeled with the date of the prescription, student's name, exact dosage, pharmacy name and phone number, and prescription number.

The Board of Education, administration and employees who are designate to administer a prescribed drug and who have a copy of the most recent physician's statement shall not be held liable in civil damages for administering or failing to administer the drug unless he/she acted in a manner that would constitute gross negligence or wanton or reckless misconduct.

No person employed by the Board of Education will be required to administer a drug to a student except pursuant to the requirement of this policy. The board of Education shall not require an employee to administer a drug to a student if the employee objects, on the basis of religious convictions, to administering the drug.