

Penn Campus
Pre-school through 3rd grade
7540 Penn Avenue South
Richfield, MN 55423
(612) 866-6906



Nicollet Campus
4th through 8th grades
6720 Nicollet Avenue South
Richfield, MN 55423
(612) 869-5200

POLICY FOR MEDICATION ADMINISTRATION AT SCHOOL

Whenever possible, the parent/guardian shall make arrangements to give medication at home. However, there are times when a student's health may be compromised if medication is not given during the school day.

For the safety of your child, it is essential that the following be observed when medication is to be given during the school day.

Prescription and over-the-counter medications require written consent by a licensed prescriber and parent/guardian. A form is provided for this purpose. Verbal permission will not be accepted.

If a school form is not used, the following information must be included:

Child's full name; medication name, dosage, time, length of time to be given, side effects, purpose; and licensed prescriber and the parent/guardian signatures.

No student may carry their own medication. An epi-pen or metered dose inhaler may be carried if written instructions are provided by the licensed prescriber (see medication consent form). A medication management plan will be jointly reviewed by parents, student, school staff and public health nurse.

Parents must notify the school in writing if a medication is discontinued.

A new completed form is required if there is a change in dosage or significant change in times. Prescription labels must reflect changes.

Medication labeling

1. Medication must be sent to school in the original container appropriately labeled by the pharmacist or manufacture.
2. Over-the-counter medications will have the student's name and date added to the container.
3. For prescription medications, ask to have the medication divided in two bottles completely labeled one for school and one for home.
4. Prescription labels must reflect changes in medication dosage or time.
5. Samples of medication given by a licensed prescriber must include all the information found on a prescription label along with the physician's written instructions.

Medication administration

1. ALL medication will be stored in the school office in a locked area unless otherwise indicated by the prescriber or pharmacist.
2. Medication will be taken by the child at the designated time, supervised by authorized personnel. Medication will be administered by the public health nurse, or the licensed practical nurse under the supervision of the PHN, or school office staff under the supervision of the principal.
3. Parent/guardian will provide school with measuring tool for liquid medications
4. If the dosage of medication requires one-half (½) tablet, **the pills must be supplied to school already cut.**
5. Send a one month's school supply of daily prescription medication. Count out the number of school days in the month and send only that number of doses. The empty bottle will be sent home with the student at the end of the month.