

Richland Parish School Board

WHAT TO DO IF A CHILD NEEDS MEDICINE AT SCHOOL:

1. Pick up a **MEDICATION PACKET** at the student's school office or the school board office.
2. Have the MEDICATION ORDER form inside the packet filled out by your child's doctor.
3. Have the prescription filled at the pharmacy. Let them know the medicine will need to be given at school. Tell them that a separately labeled bottle for the school is needed!
4. Call the School Nurse for an appointment:
Delhi, Holly Ridge, Mangham – Bobbie Lord, RN 669-1124
Rayville, Start – Wendi Chevalier, RN 669-1131
5. Bring to the appointment
 - The medicine the child is to receive at school (in the properly labeled bottle from the pharmacy)
 - The completed MEDICATION ORDER form
 - The other completed forms inside the **MEDICATION PACKET**.
6. After the appointment has taken place and all forms have been completed, the School Nurse will bring the medicine to the child's school, and then he/she will be able to receive medicine at school.

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PARENT'S ROLE IN MEDICATION ADMINISTRATION

The Louisiana State Legislature has in place medication laws for Louisiana parish schools. R.S. 17:436; I, enactment may be referred to. The Richland Parish School Board has established guidelines and procedures regarding these laws in order to be compliant with state regulations. In order for a student to receive medication at school, the following must be on file: completed medication order, release of liability form, parental consent for medication administration at school, and emergency information.

Prior to the beginning of each school year OR for any new medication to be given at school during the school year, parents must make an initial appointment with the school nurse to sign appropriate medication forms. These forms **must be completed** before any medication may be given at school. These medication forms are found in a **MEDICATION PACKET**. These medication packets can be found at the student's school office OR at the School Nurse's office at the Richland Parish School Board Office. **The MEDICATION ORDER form inside the medication packet must be filled out by the child's doctor before medication can be given at school!** After all the forms inside the medication packet have been completed by the parent/guardian **and** the medication order form completed by the child's doctor, call the Richland Parish School Board Office to make an appointment with the School Nurse. If she is not available, please leave a message. Bring the completed **MEDICATION PACKET** forms, **and THE MEDICATION THE STUDENT IS TO RECEIVE AT SCHOOL!**

After medication has been given at school and all forms are in place, **future refills** of the same medicine the student is receiving at school may be brought to the School Nurse OR the student's school. The student's medication would then be released to the School Nurse OR a school employee trained in medication administration. This must be released by a parent or guardian in a current medication container appropriately labeled by the pharmacy. Parents or guardians must sign a form stating the medication was received to and from whom, and how much was received. No more than a **35-day** supply in tablet form can be kept at the school for each child. **If a medication dosage or dispensing information should change**, the same guidelines should be followed for initial medicine doses. A **new MEDICATION ORDER** Form from the doctor with the new changes must be given to the School Nurse. A **new** pharmacy label must also be issued with the correct medicine.

At the end of school, all medication must be picked from the school by the student's parent/guardian. Proper documentation must be signed when picking up any medicine. The School Nurse will designate medication pickup days at the schools. A letter will be sent near the end of school to indicate these dates. Any medication remaining at school one week after the last day of the school year will be wasted according to State/Parish policy. This includes tablets, liquids, Epi-pens, glucagon, insulin, etc.

Students are strictly prohibited from having any drugs in their possession (prescription or over-the-counter) on the school grounds, unless ordered and dispensed by the student's doctor. **DO NOT SEND MEDICATION WITH THE STUDENT TO SCHOOL! ACCORDING TO SCHOOL POLICY, STUDENTS WHO VIOLATE THE DRUG POLICY SHALL BE SUBJECT TO DISCIPLINARY ACTION.**

Acutely ill students should be sent home or stay home from school. Students recovering from an acute illness should remain at home until the need for medication no longer exists.

No over the counter or prescription medication can be given without a doctor's order! These may include: Tylenol, Motrin, cough syrup, antibiotic ointment, Tums, Roloids, anti-itch creams or sprays, first aid pain relieving ointment or sprays, etc.

Other medication information:

1. No medication will be accepted in plastic bags or mislabeled bottles.
2. No ear or eye drops can be given at school by school personnel; but, a student may self administer the medicine if the doctor orders and approves it.
3. Antibiotics should be given in a time frame so that they can be given at home if at all possible.
4. Each medicine ordered must be on a separate medication order form, to be completed by the doctor.
5. Annual renewals to continue medications require new orders each school year.
6. Parents/Guardians of students may come to the school to administer medication without any required paperwork or meeting with the school nurse.
7. Medication should be administered before or after school hours, whenever possible.
8. The first dose of any medication will be given outside the school jurisdiction, allowing at least 12 hours for observation for adverse reactions before the student returns to school.
9. All medication must have a current pharmacy label.
10. No more than a **35 day supply** of medicine can be kept at school. If any student has an inhaler or Epi-pen, etc. that they keep with them at all times, (as ordered by physician), they **MUST** go to the office as soon as possible to sign the medication log for the time it was used. If the student does carry medication on themselves, as listed above, it is advisable that the school office be provided with an extra dose for locked storage.

I HAVE READ AND AGREE TO THE TERMS OF MY ROLE IN MY CHILD'S MEDICATION ADMINISTRATION AT SCHOOL. PARENT SIGNATURE:

DATE: _____

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MEDICATION PACKET

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 - School nurse for Delhi schools, Mangham schools, and Holly Ridge: Bobbie Lord, RN
(cell 318-669-1124)
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MEDICATION ORDER

**TO BE COMPLETED BY PHYSICIAN ONLY!*

STUDENT'S NAME: _____ D. O. B. _____

Name of licensed prescriber: _____

Diagnosis: _____

Allergies (medication, food, insects, etc.): _____

(ONE MEDICATION ORDER PER PAGE)

STUDENT IS TO RECEIVE THIS MEDICATION AT SCHOOL:

Medication	Dosage	Route	Frequency
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TIME(S) TO BE GIVEN AT SCHOOL: _____

Desired Effect: _____

Possible side effects of medication: _____

Directions/Information for administration: _____

START DATE AT SCHOOL: _____ STOP OR D/C DATE: _____

FIELD TRIP MEDICATION ORDER

1. Can student omit medication on field trips? YES _____ NO _____
2. Can student carry medication on his/her self on field trip? YES _____ NO _____

NOTICE: USE THIS BOX ONLY FOR STUDENTS WHO WILL ADMINISTER HIS/HER OWN MEDICATION, SUCH AS EYE OR EAR MEDICATIONS, INHALER, EMERGENCY MEDICATIONS, ETC.

1. Has this student been adequately instructed by you or your staff and demonstrated competency in self-administration of medication so that they may self administer their medication at school? YES _____ NO _____
2. Can medication be kept in the school office? YES _____ NO _____
3. Must medication be kept on student's person at all times? YES _____ NO _____
4. Is it necessary medication be carried on field trips? YES _____ NO _____

PHYSICIAN SIGNATURE: _____ **DATE:** _____