

Medication at School

It is the policy of Kairos Public School to assist with prescribed medication during school hours only when absolutely necessary. Medications should be scheduled so that they may be given at home, but it is understood that this is not always possible.

PLEASE NOTE: WE CANNOT ACCEPT OR ADMINISTER MEDICATIONS DELIVERED BY A STUDENT. A PARENT/GUARDIAN **MUST BRING IN STUDENT MEDICATION.**

When it is necessary for your child to receive medication during school hours, the following procedures are required:

- 1. MEDICATION AUTHORIZATION FORMS:** A written physician's order and parent/guardian authorization form must be completed for each medication for **every school year**. In addition to the Authorization for Medication form, if the student will be self-carrying medication, a Self Administration form must be completed. An Allergy and Anaphylaxis Emergency Care form must also be completed if the medication to be administered is an EpiPen. These forms are available in the school Health Office and as links on this page below.
- 2. SELF-ADMINISTRATION:** In order for a student to self-carry and self-administer medication, additional **medication must also be kept in the Health Office**. This policy is to ensure the safety of our students in the event of an emergency. An Authorization for Medication form **and** a Self Administration form must be completed for a student to self-carry.
- 3. MEDICATION INFORMATION:** All prescription medications must be in the **original** pharmacy labeled container with the student's name, medication name, route of delivery, dosage, time interval of use, expiration date and the current date. Prescriptions must include the name of the prescribing licensed California healthcare provider. If necessary, request a duplicate bottle from the pharmacist for the school. If any medication is not in the original container, it **CANNOT** be accepted or administered. Non-prescription over the counter medications must also be in the container with the manufacturer's original label and expiration date.
- 4. NEW MEDICATION:** The first dose of any new medication must have been given at home before it can be taken at school.
- 5. MEDICATION CHANGES:** Any change in type or dosage requires a **new** Authorization for Medication form completed. Discontinuance of the medication must be reported to the school immediately in writing and picked up by the parent/guardian as soon as possible.
- 6. MEDICATION DELIVERY TO HEALTH OFFICE:** Medications must be brought to school by the parent/guardian. Under no circumstances will the school administer medications brought to school by a student. **Medication may not be carried in a student's backpack unless they have an Authorization for Medication and Self Administration forms on file in the Health Office.**
- 7. MEDICATION STORAGE:** All inhalers, EpiPens and Glucagon will not be kept locked. Medications will be kept in safe, appropriately locked storage unless otherwise indicated and arranged with the Health Office Clerk.
- 8. UNUSED MEDICATIONS/END OF YEAR PROCEDURE:** The parent/guardian is responsible for collecting any unused portion of a medication within one week after the expiration of the physician's order or at the end of the school year. Medications not claimed will be delivered to the proper authorities to be disposed of according to community practice.

9. **MEDICATION ADMINISTRATION:** If the health of the child is substantially impaired because the medication given at home is forgotten, or administered early or late, parents/guardians should keep the child at home or be responsible for administering the medication. Parent/guardian designee is permitted to come to school to administer the medication.

10. **EXPIRED MEDICATION:** If the medication expires prior to the end of the school year or termination of physician's order, the agreement between the parents, MD, and school is nullified until the school receives new medication.