

Clayton Municipal Schools
Over the Counter Medication
Policy and Procedure

Over the Counter Medication Policy and Procedure Over the counter (OTC) medications such as ibuprofen, acetaminophen, diphenhydramine and others can be provided to the school by a parent/guardian for individual student use during the school day. The nursing function of assessment cannot be delegated to an unlicensed trained designee. The determination of the need for an OTC must be made by the licensed school nurse. If it is likely that an OTC will alleviate the student's discomfort and allow him/her to return to school participation then the school nurse may choose to administer or delegate the administration of the medication. Unlicensed trained designees may collect data and report to the school nurse to assist him/her with the determination of the need for OTC medication. It is best if medications, including OTCs, are administered at home. If the licensed school nurse and the parent determine that it is necessary that an OTC medication be administered during the school day the following procedures must be adhered to.

1. OTC medication for student use is provided by the student's parent/guardian. Medication should be provided in the original unopened manufacturer container. It is recommended that the smallest container available be provided to the school. Medication must be stored securely.
2. A Parent Authorization for OTC Medication form must be signed and completed by the parent/guardian.
3. The licensed school nurse will verify that the parent has completed the form and that the dose is appropriate for the child based on height and weight and in accordance with manufacturer's recommendations.
4. The licensed school nurse will transcribe the information onto the OTC Individual Log.
5. The authorization form will be maintained in a medication notebook in the OTC Medication section.
6. The school nurse will assess the student and/or data provided by the unlicensed trained designee and make the determination of need for medication.
7. Parent/guardian will be contacted to determine when the last dose was administered. If the parent/guardian cannot be reached the OTC will NOT be administered.
8. The school nurse may administer the medication or delegate administration to the trained designee following his/her assessment.
9. All medication administered will be recorded on an OTC Individual Log AND in the student school health record.

Over The Counter Medications In The School

(Please complete every item on this form)

Name _____ Grade _____

Date of Birth _____ School _____

Name of medication _____ Dosage _____

Time of administration _____

This student is expected to be receiving this medication for _____
(How long?)

Special instructions regarding this medication _____

I/We understand that our child _____ will be assisted to self- administer the over-the-counter medication by designated school personnel and the parent will be notified before each time the dose is taken by the child and of the circumstances regarding the dose being taken.

I/We understand that if our child _____ needs to take a nonprescription over-the counter medication for **more than 5** consecutive school days we will be asked to get a written physician/provider authorization before any more of the medication will be given.

Parent/Guardian Signature _____

Date _____ Phone # _____

Medication brought by student for storage in the Health Room _____

Date _____ Amount of Medication _____

Parent Signature

Receiving Staff Signature