

## **ADMINISTERING MEDICINES TO STUDENTS**

Students will only be permitted to take medication while at school according to the steps outlined below:

- I. Medication during school year form or a written statement containing the same information, must be signed and submitted by the parent or guardian.
- II. Medicines will be maintained by school personnel as follows:
  - A. Medication is to be kept in a secure location as approved by the Principal;
  - B. Medication is to be clearly labeled with student's name, name of medication and dosage;
  - C. The medication will be taken under the supervision of school personnel;
  - D. Exceptions to this policy may be made by the building principal.

<i>Adopted:</i>	<i>5/23/78</i>
<i>Revised:</i>	<i>7/17/84, 4/10/96</i>
<i>Reviewed:</i>	<i>4/7/97</i>
<i>Related Materials/Procedures:</i>	<i>Student Use of Medication in School File</i>