



**Procedures for Administering Medication
In Township High School District 113
(Deerfield High School & Highland Park High School)**

1. Only those medications necessary to maintain the student's critical health and well-being will be administered during school hours or during school activities.
2. All medications given to students must be prescribed by a licensed prescriber on an individual basis determined by the student's health status. All approved orders for medication administration will be renewed each school year.
3. A Township High School District 113 **School Medication Authorization Form** must be completed and signed by the student's licensed prescriber and the parent/guardian in order for medication, non-prescription or prescription, to be given. Permission renewal is required each school year.

Exception: Asthma inhalers must have the pharmacy label attached and parent/guardian written permission on file in the health service.

With proper authorization: A student may possess an epinephrine auto-injector, an emergency rescue inhaler for asthma, emergency seizure medication, and/or medication prescribed for the treatment of diabetes for immediate use at the student's discretion.

The School District and its employees and agents, shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from the self-administration of medication or use of epinephrine auto-injector or the storage of the medication by school personnel. A student's parent/guardian must indemnify and hold harmless the School District and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising from the self-administration of medication or use of an epinephrine auto-injector, or the storage of the medication by school personnel.

4. The parent/guardian of the student must assume the responsibility of informing the school nurse in writing of any change in the student's health. Change in medication administration will be through a revised order or other written authorization from the licensed prescriber as approved by the school nurse.
5. The school nurse will review the written order and consult with the parent or the licensed prescriber for additional information as necessary. The school nurse retains the discretion to deny requests for the administration of medication. This decision may be appealed to the building Assistant Principal or Principal.
6. Medication must be brought to Health Services by the parent/guardian in the original package or appropriately labeled container. This pertains to refills of medication also.
 - a. Prescription medication shall display:
 - *Student's name
 - *Prescription number
 - *Medication name and dosage

- *Administration route and/or other directions
- *Date and refill
- *Licensed prescriber's name
- *Pharmacy name, address & phone number
- *Name or initials of pharmacist

b. Over-the-counter medication brought to school must have the manufacturer's original label with the ingredients listed and the student's name affixed to the container.

7. The school nurse or any registered nurse approved by the school district may administer medication under these guidelines. Any employee may administer medications in emergency situations if, under the circumstances, the school nurse or emergency medical personnel cannot be available in sufficient time and the student cannot reasonably self-administer the medication.
8. Parents may administer medication **with approval** of the school nurse or the principal.
9. Each dose of medication shall be documented in the student's health record. The date, time, dosage, route and the signature of the person administering or supervising the student in self-administration must be documented.
10. Medication will be kept in a locked cabinet. Medication requiring refrigeration will be kept in a secure place. Expired medication will be discarded. Any medication that is not picked up at the end of the school year by the parent/guardian will be discarded.
11. The Health Service has a supply of acetaminophen, Benadryl, and ibuprofen available; however, only students who have filled out the proper Township High School District 113 "School Medication Authorization Form" will be eligible to have it administered.
12. The school nurse may administer an epinephrine auto-injector to any student with an unknown allergy having a first-time anaphylactic reaction, to a student with a known allergy who has forgotten his/her auto-injector or it is otherwise unavailable, or to a student with a known allergy.
13. The District 113 "School Medication Authorization Form" is available in Health Services and on the District Website.