

## SCHOOL DISTRICT OF LANCASTER

### Medication / Treatment Procedure

The medication/treatment policy of the School District of Lancaster allows administration of medication or treatment to a student during school hours in accordance with the directions of a parent and physician/dentist. Skin patches worn during the school day require a signed medication permission form. Medication forms are for one school year and must be updated yearly. Before any medication/treatment may be administered to any student during school hours, the Board shall require:

1. The written request of the parent which shall include the name of the physician, the name of the medication, and the timing and dosage of the medication.
2. The medication must be presented in the original (most recent), childproof container, properly labeled.
3. The written order of the physician/dentist which shall include the name and purpose of the medication/treatment; the dosage, the frequencies, the time at which or special circumstances under which the medication/treatment shall be administered; possible side effects of the medication; and limitations of student activity while taking the medication/treatment.
4. Students may self-carry and self-administer inhalers or Epipens with a written order from their physician stating they are qualified and responsible to do this. A written request from the parent is required stating that the physician's order is to be followed and that the school is relieved of any responsibility for the benefit or consequences of the prescribed medication. The student is to inform the nurse immediately after use of the medication.
5. The parent (or responsible adult previously designated by the parent) is encouraged to deliver medications to the school office. However, when someone other than the parent brings the medication to school, the medication, in a pharmacy or physician labeled, childproof container, should be placed in a sealed envelope by the parent.
6. Unused medications shall be picked up from the school by the parent (or responsible adult previously designated by the parent) at the end of the school year or at the end of the period of medication, whichever is earlier. Any medications not picked up by the parent or designated responsible adult will be disposed of by the school. Unused medication will not be returned directly to students.