

Calcasieu Parish School Board Medication Packet

Page 1:

Role of the Parent/Legal Guardian in the Administration of Medication in the School Setting

- Please keep this page for your records

**ALL FORMS BELOW MUST BE RETURNED TO
SCHOOL ALONG WITH THE STUDENT'S
MEDICATION**

Page 2:

Parent Authorization/Health Information Form

- **Must be completed by Parent/Legal Guardian**

Page 3:

Physician/Parent-Legal Guardian Medication Request Form

- **Part 1** – Completed by Physician
- **Part 2** – Completed by Physician
- **Part 3** – Completed by Parent/Legal Guardian



Dear Parent/Legal Guardian:

As a general principle, medication shall not be given at any school. However, in extreme cases when the taking of medication is necessary for a child to be able to attend school safely, state law requires certain conditions to be met. These specified conditions have been put in place by the State Board of Elementary and Secondary Education and the Louisiana State Board of Nursing to ensure the health, safety, and welfare of children who need medication during the day.

AT THE BEGINNING OF EACH SCHOOL YEAR AND ANYTIME THERE IS A CHANGE IN MEDICATION (I.E., DOSAGE OR TIME) A NEW PHYSICIAN/PARENT-LEGAL GUARDIAN REQUEST FORM MUST ACCOMPANY THE NEW MEDICATION. UNDER NO CIRCUMSTANCES WILL A PARENT BE ALLOWED TO MAKE CHANGES IN DOSAGE OR TIME OF MEDICATION WITHOUT A WRITTEN PHYSICIAN'S ORDER.

The requirements are as follows:

1. Physician/parent-legal guardian medication request form must be completed by a physician and parent/guardian and returned to the school office for all medication given in school setting **INCLUDING MEDICATIONS NORMALLY CONSIDERED OVER THE COUNTER (EX. Tylenol, Benadryl, Advil).**
2. Orders for multiple medications on the same form, an incomplete form, or a form with a physician's stamp **will not** be accepted.
3. **NEW** written medication orders are required for each medication, to be given at school, which must be dated after July 1st of the upcoming school year, even yearly renewal medications.
4. The physician/parent-legal guardian medication request form **MUST BE SIGNED BY THE PHYSICIAN.**
5. Only oral, premeasured inhalant, topical ointment for diaper rash, and emergency medications shall be administered at school by unlicensed personnel. Antibiotics and other short-term medication including non-prescription medications shall not be given.
6. **Medication must be delivered by a parent/legal guardian only.** Students are **NOT** allowed to transport or have medication in their possession without school nurse approval. Teachers and principals have the right to take medications and notify the parent.
7. The parent/legal guardian must count and document the amount of medication delivered to the school with the designated school personnel.
8. **NO MORE THAN A (20) TWENTY DAY SUPPLY OF MEDICATION SHALL BE BROUGHT TO THE SCHOOL.**
9. **The parent/legal guardian must provide the school with contacts in case of medical emergency: this includes names and current up to date telephone numbers.**
10. **THE PARENT/LEGAL GUARDIAN MUST ADMINISTER THE FIRST DOSE OF MEDICATION OUTSIDE OF THE SCHOOL JURISDICTION WITH SUFFICIENT TIME FOR OBSERVATION FOR ADVERSE REACTIONS BEFORE THE STUDENT WILL BE ALLOWED TO TAKE THE MEDICATION AT SCHOOL (except for EMERGENCY MEDICATIONS GLUCAGON OR EPI-PEN).**

Building Foundations for the Future