

Traverse City Christian Schools' Medication Policy

Traverse City Christian Schools' policy and the State of Michigan law prohibits school employees from dispensing medication of any kind to students without written permission from the student's physician and parent/guardian.

No school personnel shall administer to any student, nor shall any student possess or consume any prescription or non-prescription medication unless the **Medication Authorization Form** has been filed with Traverse City Christian Schools' offices. This form shall be completed by the student's parents/guardian and/or licensed prescriber and shall be on file at the child's school prior to the dispensing of any medication to a student. The **Medication Authorization Form** must be renewed annually at the beginning of each school year. Forms are available in the schools' offices.

For the purposes of this policy, "medication" shall include all medicines including those prescribed by a physician and any non-prescribed (over-the-counter, OTC) drugs, preparation, and/or remedies. "Treatment" refers both to the manner in which a medication is administered and to the health-care procedures that require special training.

PRESCRIPTION MEDICATION ADMINISTRATION

All prescription medication given in school shall be prescribed by a licensed prescriber on an individual basis as determined by the student's health status. Such written documentation must be maintained in the student's individual medication record.

1. A written order for prescription medication must be obtained from the student's Licensed Prescriber. The order must include the following:
 - Student's name
 - Date of Birth
 - Licensed Prescriber Name, Signature and Date
 - Licensed Prescriber Phone Number
 - Name of the Medication, Dosage, Route of Administration
 - Frequency and Time of Administration
 - Diagnosis Requiring Medication
 - Intended Effect of the Medication and Possible Side Effects
 - Other Medications the student is receiving
 - Time Interval for Re-evaluation
 - Approval for Self-Administration (for students to carry Emergency Medication on their person i.e. Inhaler, Epi-pen)

2. Medication must be brought to the child's school in a container labeled appropriately by the pharmacist or Licensed Prescriber.

Prescription medication shall display:

- Student's name
- Prescription Number
- Medication Name and Dosage
- Administration Route or Other Directions
- Date and Refill
- Licensed Prescriber's Name

- Pharmacy Name, Address and Phone Number
 - Name or Initials of Pharmacist
3. In addition to the licensed prescriber's order, a written request shall be obtained from the parent(s) or guardian requesting that medication be given during school hours. The request must include the name of the student, the parent(s) or guardian's name and a phone number in case of emergency. It is the parent(s)/guardian's responsibility to ensure that the licensed prescriber's order, written request and medication are brought to the child's school.
 4. Students shall be evaluated on an individual basis regarding the need to carry emergency medication. A written statement signed by the student's physician and parent/guardian verifying the necessity and student's ability to self-administer the medication appropriately should be on file in the child's school offices.
 5. Medications must be stored in a separate locked drawer or cabinet. Medications requiring refrigeration must be kept in a locked box in the refrigerator, separate from food products. The medication will be entered into the inventory log.
 6. At the end of the school year or the end of the treatment regime, the student's parent(s)/ guardian will be responsible for removing from the child's school any unused medication. If the parent(s) or guardian does not pick up the medication at the end of the school year, the administrator (principal or principal's designee) will dispose of the medication(s) and document that it was discarded. Medication must be discarded in the presence of a witness and documentation signed by both parties.
 7. Accepting administrator (principal or principal's designee) allows that it is his or her responsibility for his or her own actions regardless of the healthcare provider's written order. It is his or her responsibility to clarify any medication order, which is deemed inappropriate or ambiguous. The administrator (principal or principal's designee) has the right and responsibility to decline to administer a medication if they feel it jeopardizes the student's safety. In such instances, the administrator must notify the parent(s)/guardian and student's physician.
 8. A student has the right to refuse medication, and in some cases may do so. In such cases it is the responsibility of the administrator (principal or principal's designee) to explain to the student as fully and clearly as possible the importance of taking the medication. If the student continues to refuse to comply, the parent(s)/guardian must be notified.

Self-Administration of Emergency Medication

The self-administration of emergency medication is taken by a student in an emergency situation not under the supervision of a principal or principal's designee and/or emergency medication carried on their person, (e.g. asthma inhaler). Students may not self-administer OTC without the necessary paperwork on file with the child's school office.

No medication of any kind is to be sent to school with the child without the necessary paperwork on file.

OVER THE COUNTER MEDICATION (OTC)

1. All OTC medication given in school requires written documentation (The Medication Authorization Form) signed by the parent/guardian and must be maintained in the student's individual medication record. This includes but not limited to items such as aspirin, cold remedies, cough medicines, eye drops, ointments,

etc. It is the responsibility of the parent to supply the child's school office with the medication/treatment for the child.

2. The Medication Authorization Form must be specific in stating what symptoms/conditions occur to cause treatment; such as: jr. strength Tylenol for aches and pains, Tums for stomach ache, cough medicine for cough.
3. OTC medication shall be brought in with the manufacturer's original label with the ingredients listed and the child's name affixed to the container. The medication will be entered into the inventory log.
 - a. **List of Common Over-the-Counter Medications suitable for school dispensing include the following:**
 - b. Tylenol
 - c. Motrin
 - d. Aspirin
 - e. Cough Medicine
 - f. Calydryl
 - g. Tums
 - h. These items will not be provided by the school.
4. Cough Drops and Throat Lozenges may be brought to the child's school without written permission from parent/guardian but must be provided by parent/guardian.
5. The offices will not share medications between families. Students from the same immediate family may share from the same OTC supply.
6. When an OTC is given to a student, that it is not routinely given, but approved by the parent on the OTC Medication Authorization Form, the offices will attempt to contact the parent/guardian.
7. At the end of the school year, or the end of the treatment regime, the student's parent(s)/ guardian will be responsible for removing from the child's school any unused medication by the week after the school year ends. If the parent(s)/guardian does not pick up the medication the end of the school year, the administrator (principal or principal's designee) will dispose of the medication(s) and document that it was discarded. Medication must be discarded in the presence of a witness and documentation signed by both parties.
8. Accepting administrator (principal or principal's designee) allows that it is his or her responsibility for his or her own actions regardless of parent's written order. It is the responsibility to clarify any medication order, which is deemed inappropriate or ambiguous. The administrator (principal or principal's designee) has the right and responsibility to decline to administer a medication if they feel it jeopardizes the student's safety. In such instances, the administrator must notify the parent(s) or guardian and student's physician.
9. A student has the right to refuse medication, and in some cases may do so. In such cases it is the responsibility of the administrator (principal or principal's designee) to explain to the student as fully and clearly as possible the importance of taking the medication. If the student continues to refuse to comply, the parent(s)/ guardian must be notified.

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