

Norman Public Schools Procedure for Medication Administration

If it is necessary that a medication be given during school hours the following requirements must be met:

- Medication will not be administered in school or during school-sponsored activities without a Medication Request and Release Form being signed by legal parent or guardian.
- Prescription medication must be ordered or advised by a licensed physician/dentist, and *permission is granted* for exchange of verbal and/or written communication between the school staff and the prescribing physician/dentist regarding this medication.
- Prescription medication must be brought to school in the current original container with pharmacy label intact. The label must have the student's name, name of medication, dosage, and time to be given. If the medication is not properly labeled, it will not be given.
- Parents/guardians may ask the pharmacist for a separate container labeled just for the school time dose.
- **Over-the-counter medications must be in an unopened original container.** Student's name must be written on the box/bottle, the dosage and frequency to be given must be consistent with label instructions.
 - ****Medication cannot and will not be accepted in baggies or envelopes!**
- For student's safety, it is recommended that the parent/guardian bring the medication to the school.
- The school cannot send medications home with students.
- At the end of the school year any remaining medication must be picked up by the parent/guardian or it will be destroyed.
- By signing the Medication Request and Release Form, the parent/guardian with legal custody understands that under state law the Board of Education, the Norman Public School District No. 29, or employees of the District shall not be liable to the student or the student's parents or guardian for civil damages for any personal injuries to the student which result from acts of omissions and/or adverse effects of this medication.
- The parent/guardian agrees to provide medication and any particulars connected with administering medication at their own expense.
- The parent/guardian will promptly notify the school of any change in the administration of this medication and will provide the school with new prescription bottle and physician order. Written or verbal changes from parent/guardian cannot be accepted.
- The parent/guardian will notify the school of any physician change and obtain a new written prescription.

