

Medication Administration Procedure

1. Authorized school personnel, namely the building head of school, secretary, nurse, or teacher, will administer FDA approved, nonprescription medications upon written request of parent and prescription medications with physician's instructions and signature and parent's consent.
2. All requests for administering medication must be made in writing to Oak Hill School designee. Such requests must include written instructions, including the name of medication, name of child, dosage, time medication is to be administered, dates to start and discontinue medication, and parent's signature. Parent should use the "Request for Dispensing of Medication" form found on the Oak Hill School parent portal or the school nurse.
3. A dosage exceeding manufacturer's recommendations must follow guidelines for prescription medication and be accompanied by a physician's or licensed prescriber's order.
4. Nonprescription medication must be administered from the school office or school clinic.
5. Prescription medication must be presented to school personnel in its original container with prescription/pharmacist's label and instructions - student's name, dosage to be given, and the time to be given.
6. Medication shall be stored in a lockable storage cabinet in the clinic or office area. Any medication requiring refrigeration shall be stored in a refrigerator that is not frequented by students.
7. Medication remaining at the end of the school year must be claimed by the parent or it will be destroyed.