Medication Policy for NCS Students

Procedure for Medication Administration of OTC Medication

1. Parent must complete Authorization to Administer Medication form and sign
2. Parent must bring medication to Nurse's office
3. All medication must be labeled with Student's first and last name and date of birth.
4. All medication must be in original package and unexpired
5. Nurse or trained staff will administer OTC medication per Authorization to Administer Medication.

Procedure for Medication Administration of Prescription Medications

1. Parent must complete Authorization to Administer Medication form and sign
2. Provider Order must be signed and on file OR original prescription medication label attached to original prescription container
3. Parent must complete and sign a Health Care Action plan for the Student's specific diagnosis or a generic Special Medical Condition Action Plan
4. All medication must be in the original package and labeled with Student's first and last name and date of birth.
5. All medication must be unexpired
6. Nurse or trained staff will administer prescription medication per Provider order.

Procedure for Self-Carry Prescription Medication
1. Contract for Self-Carried Medication must be completed and signed by student, parent and nurse.
2. Parent must complete and sign a Health Care Action plan for the Student's specific diagnosis
3. Parent must complete and sign Authorization to Administer Medication from and sign (in case staff needs to administer medication).
4. Self-carry medications must not be expired and must have the original prescription label attached to the medication if possible (i.e. diabetes supplies, inhalers and epipens do not need labels if the original labels were on the boxes). However, the Student's name must be on the medication. If no label is on the medication, a signed provider's order must be kept on file in the Nurse's office.

Please contact the School Nurses, Dorie Hyland or Mindy Ritchey, if you have any questions regarding

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