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# NPUSC MEDICATION PROCEDURE INFORMATION

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School system requirements for medication administration must be followed in order for students to take medication during school hours.

- Parents must provide a written authorization for **any** medicine to be administered. This includes over-the-counter medicine (including medicated cough drops) and prescription medicine. Over-the-counter medication requires only parent/guardian authorization but prescription medication requires parent/guardian and physician authorization.
- A new medication order is required for each school year.
- All medication must be delivered to the school by the parent/guardian.
- Students should not transport medication to or from school. Occasionally students may need to self-administer/carry medication such as inhalers or emergency medication. A written medication order, signed by an authorized health care provider, which specifically states that the student may self-administer/carry medication, must be on file in the health room for any student who carries medication throughout the school day.
- The medication must be properly labeled and consistent with the medication order. All medication must be brought in the original container. **Medications sent in envelopes, baggies, etc. cannot be accepted.**
- All medication kept in the school will be stored in a locked cabinet.
- The parent/guardian is responsible for submitting a new medication order form to the school each time there is a change of dose or time of administration or route of administration.
- Expired medication cannot be given. The effective expiration date of medication is the earlier of either the pharmacy labeled expiration date or the manufacturer's expiration date.
- Any unused medication that is not picked up at the end of the school year by the parent/guardian will be discarded.

*Questions and concerns regarding medication administration can be addressed by contacting the Corporation Nurse/Director of Health Services at 574-654-0410.*