



NPUSC Medication Procedure Information

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 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 medications 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 baggies, envelopes, 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 form to the school each time there is a change of dose, 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.
- The following is a list of topical ointments and medications that are used in our health clinic. Please contact the health aide or school nurse if you do not want any of these medications used on your child.
 - Triple antibiotic ointment
 - Caladryl clear
 - Sting and bite relief
 - Saline sterile eye drops
 - Burn Gel
 - Saline wound wash
 - Vaseline
 - Orajel

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