



WILL COUNTY SCHOOL DISTRICT 92 MEDICATION GUIDELINES

1. The purpose of administering medication in the school is to maintain an optimal state of health for the child.
2. Medication forms may be obtained in any District 92 school office or online at www.d92.org.
3. Medications that are prescription drugs must include physician's name, name of medication, dosage and times to be given. Date on the prescription bottle **MUST** be current.
4. All medications **MUST** be transported to school by a parent or other designated adult. Medications are not allowed to be carried or kept by children, as they can lead to accidental ingestion either by them, or another child
5. A "Medication Authorization Form" **MUST** be signed by the doctor and a parent or guardian **PRIOR** to any administration. This will be kept on file in the nurse's office.
6. On or before the last day of the school year, the parent/guardian must take any unused medications home. If these are not picked up by the last day of school, they will be disposed of by the school nurse in the presence of a witness. This will be documented.

Children who use inhalers may keep it with them at school. However, for emergency purposes, a "Parent Authorization & Student Agreement to Self-Carry" form must be signed by a parent/guardian for the student's file. The "Parent Authorization & Student Agreement to Self-Carry" form must have a copy of the prescription label attached. This will provide the school with pertinent information such as which medication the child is taking and how often they are to take it. The optimal situation is to leave an inhaler in the nurse's office and one with the child.

In the event that parents would like their child to take an over the counter medication such as Tylenol, Motrin or cough syrup, they must come to the school to administer the medication or provide a "Medication Authorization Form" signed by a doctor and the parent/guardian. If a "Medication Authorization Form" is provided for over the counter medications, a parent/guardian need not be present to administer the medication. Over the counter medications are to be purchased by the parents. When the supply is low, the school nurse will contact the parent.