



MEDICATION RULES

Harding Academy is very concerned about protecting the health and safety of each student. Parents are urged to administer medications to their children outside of school hours. If this is not possible, the following requirements of the State Board of Education will apply to students self-administering medication at school.

- All medications, prescription or nonprescription, must be correctly labeled and brought to school in their original containers and taken to the school office or front desk. Prescription medicines must have a label from the pharmacy or from the physician's office. The label must include the following information:
 - Student's name
 - Prescription number
 - Medication name and dosage
 - Administration route or other directions
 - Date
 - Licensed prescriber's name
 - Pharmacy name, address, and phone number

Nonprescription (over-the-counter) medication must be in the original container and must be labeled with the student's name, but in a manner which will not obscure the original container label.

- For each medication that a student takes, the parent or guardian must complete a Parental Authorization/Daily Log for Self-Administration of Medication form.
- School personnel may not administer any medication or perform any medical procedures. They may only supervise the student as he takes the medication himself. For example, school personnel may not break pills, may not mix medications (such as those used to treat asthma), and may not perform blood sugar tests. Medication of an invasive nature may be administered for emergency action only.
- Permission for long-term medications must be renewed annually. When the duration of a medication is complete, the parent/guardian is responsible for picking up the remaining portions of the medication.
- No student will be allowed to carry any medication with him during the school day. (The only exception will be for students who use asthma inhalers.) Students will not be permitted to take any medication without the supervision of school personnel or their parents.
- Only those medications which absolutely must be given during school hours should be sent to school.
- School personnel will not assist with any medication if these guidelines are not followed.

HARDING ACADEMY
Parental Authorization / Daily Log for Self-Administration of Medication
(Parent / legal guardian should complete one form per student for each medication)

Student _____ Teacher _____ Grade _____
Name and Dosage of Medication _____ Route (i.e. oral, topical) _____
Frequency _____ Times(s) To Be Given in School _____
Discontinuation Date _____ Possible Known Side Effects _____
Is the student able to self-administer this medication with assistance? yes no Purpose of Medication _____
Signature of Parent/Legal Guardian _____ Daytime Telephone _____ Date _____

AREA BELOW THIS LINE FOR SCHOOL USE ONLY

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
AUG																															
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JUN																															
JUL																															

This form becomes a part of the student's permanent record.

Initials/Signatures of persons assisting the student in self-administration of medication:

1. _____ 1. 3. _____
2. _____ 2. 4. _____

Codes

- (A) Absent
- (E) Early Dismissal
- (X) No School
- (F) Field Trip
- (W) Dosage Withheld
- (N) No Medication Available

I have received a copy of this form documenting the administration of my child's medication and all unused medication was returned.

Parent Signature Date

