

SHALLOWATER ISD NURSE'S OFFICE
ADMINISTRATIVE REGULATION FOR ADMINISTRATION OF MEDICATIONS AT SHALLOWATER ISD

Dear Parent/Guardian:

During the school year, your child may have a medical need to take medication at school. When possible, medications should be scheduled to be taken at home. However, according to the Texas State Legislature and Shallowater ISD policy, school personnel may dispense a medication to a student. The parent or legal guardian requesting this service must meet the following requirements.

1. Prescription medications that need to be taken at school:
 - A. All prescription drugs must be in their original pharmacy container and labeled by the pharmacist. The label must include:
 - Student's name
 - Doctor's name
 - Name of drug
 - Amount of drug to be given and frequency of administration
 - Date prescription filled.

**Note: Any change in prescription medications, such as dosage or frequency, must be verified by written physician's orders until the new prescription bottle can be brought to school.
 - B. All non-prescription drugs must be in their original container. The written request for administration of these must contain the following information:
 - Student's name
 - Name of drug
 - Amount of drug to be given
 - When drug is to be given
 - Reason drug is given
 - Date request is made
 - Signature of parent/guardian
 - C. All prescription or non-prescription drugs that need to be taken at school must be accompanied by a written request signed and dated by parent or legal guardian. Only the dosage as approved/indicated by the FDA on the container will be given.
2. Medications prescribed or requested to be given three times a day or less are not to be given at school unless a specific time during school hours is prescribed by a physician, or the school nurse determines that a special need exists for an individual student.
3. There will be no more than one medication per properly labeled container.
4. All medications will be stored and dispensed in the school clinic. Exceptions must be approved by proper school authorities (School Nurse) in advance. No student may have prescription or non-prescription drugs in his/her possession on school grounds during school hours. Exception: Asthma inhalers/Epi pens/diabetic supplies WITH a doctor's order to carry on his/her person.
5. When medication administration is complete (short term prescriptions), arrangements should be made with campus nurse to ensure the medication is safely returned home.
6. In accordance with the Nurse Practice Act, Texas Code, Section 217.11, the school nurse has the responsibility and authority to refuse to administer medications that in the nurse's judgment are not in the best interest of the student.

PLEASE NOTE!!! All medications left in the nurse's office after the last day of school will be DISCARDED.