

ADMINISTRATION OF MEDICATION POLICY

Student Last Name	Student First Name	Birthdate	Gender	Allergies
		/ /	<input type="checkbox"/> Male <input type="checkbox"/> Female	
Parent/Guardian Name		Parent / Guardian Phone Number		

Per Illinois School Code (105 ILCS 5/10-22.21(b), “To provide for the administration of medication to students. It shall be the policy of the State of Illinois that the administration of medication to students during regular school hours and during school-related activities should be discouraged unless absolutely necessary for the critical health and well-being of the student. Under no circumstances shall teachers or other non-administrative school employees, except certified school nurses and non-certificated registered professional nurses, be required to administer medication to students. This Section shall not prohibit a school district from adopting guidelines for self-administration of medication by students. This Section shall not prohibit any school employee from providing emergency assistance to students. (Source: P.A. 91-719, eff. 6-2-00.)” Marklund Day School Elgin Campus will adhere to the requirements in 105 ILCS 5/22-30 and 23 Illinois Administrative Code 1.540.

Medication Authorization Form

For medication given on a regular basis or as needed, a *Medication Authorization* form must be completed by the student’s parent/guardian and physician prior to the dispensing of any medication to a student. This includes students who require the administration of medical cannabis. This authorization form must be renewed at the beginning of each school year. Changes in medication or dosage should be reported immediately and must be authorized in writing by an Illinois licensed prescriber. The form must include student date of birth, emergency numbers, route and frequency of medication, diagnosis requiring the medication, potential side effects, other medications currently being taken by the student, timelines for re-evaluating need for and dose of medication, and any necessary approvals for self-administration.

Medicine Containers and Storage

Medication must be brought to school in the original prescription container with the original pharmacy label affixed with a dispensing date and clearly marked with the student’s name and prescription number, physician’s name, pharmacy name, pharmacist’s name, medication, dosage instructions, and number of refills allotted. Over the counter medications (non-prescription) must have the manufacturer’s original label with the ingredients listed and the student’s name affixed to the container. Medication will be placed within a separate locked cabinets affixed to the wall.

Medicine Administration Personnel: Medication must be administered by a licensed nurse.

Medication Policy Training: All Marklund Day School staff and nurses will be trained annually on the Medication Policy.

Logging of Medication Administration

Upon each individual administration of medication, a licensed nurse will document whether a medication was given or not given by signing their initials on the medication administration record. The medication, dosage, route, time given, and side effects will be documented on the medication administration record.

Medication Administration on School Outings

Teachers will be required to sign out emergency medication from the school nurses prior to leaving on an outing. In the event of an emergency off school grounds the staff member will call 911 and provide emergency services with the student’s medication. In the event that the emergency medication can be administered in the community without concerns regarding the privacy and dignity of a student, the school nurse will attend the outing for the purposed of medication administration. Marklund Day School Elgin Campus will fully adhere to 225 ILCS 65/50- 75(b), with regards to the delegation of medication administration to staff members.

Medication That Students Can Carry and Self-Administer

Students may carry and self-administer an asthma inhaler if a completed *Agreement to Carry and Self-Administer Medication* form is completed by the parent/guardian and student. Students may carry and self-administer Epinephrine. A *Medication Authorization* form and *Emergency Action Plan* must be completed by the student’s parent/guardian and physician. The physician must define the circumstance under which the medication is to be given. If Epinephrine is given, parents and paramedics will be called for immediate medical follow-up. It is recommend that students who carry and self-administer medication keep “back-up” medication in the health office. Marklund Day School Elgin Campus will fully adhere to 105 ILCS 5/10-22.21b.

Emergency Medications Transportation

All medications must be transported to and from school by a parent/guardian or designated bus nurse/aide. Upon arrival to school medication should be given to nurse or teacher to be stored in the locked cabinet. At the end of the school day, nurse returns medication to the designated bus nurse/aid. Medication cannot stay in the student’s backpack at school or during transportation hours.

PARENT/LEGAL GUARDIAN STATEMENT: I have read and understood Marklund Day School’s medication policy. I acknowledge that violation of any part of this policy may result in withholding of my child’s medication until it is rectified.		
Parent/Guardian Name	Parent/Guardian Signature	Date
In accordance with Illinois School Code (105 ILCS 5/10-20.14b)* a copy of this policy is given to the parents or guardians of each pupil within 15 days after the beginning of each school year, or within 15 days after starting classes for a pupil who transfers into the school, and the contents of this policy is shared with students, as appropriate.		

This form must be completed and returned to School Health Office. A signed copy of this form will be kept in student file.

