



PARENT INFORMATION: MEDICATIONS AT SCHOOL

Your child's safety and the safety of others is our primary concern when medication is needed during school hours. Whenever possible, medications should be administered at home, outside of school hours.

The following requirements must be met if trained school personnel administer medication to your child during the school day (RCW 28A.210.260.270):

Medications given by mouth, eye drops, and ear drops may be administered by school staff.

- No medication requiring injection shall be administered by unlicensed school personnel except for automatic injector pens ordered for an emergency allergy reaction (i.e. Epi-Pen).

Medication must be delivered to school by the student's parent/guardian or other responsible adult.

- Please allow time for school staff to count pills/capsules with you.
- If half pills are needed, parents must split them prior to delivering medication to staff. A pill splitter is available for your use at school, if needed.

A medication request form must be completed before any medication can be given by school staff. This form is available from the school office or at: woodlandschools.org/page/21

- The form must be **completed and signed by the student's LHP (Licensed Health Care Provider)**.
- The form must be **completed and signed by the student's parent/guardian**.
- A form must be submitted for each medication, **including over-the-counter medications** such as pain relievers, cough drops, cold medicines, and **prescription medications**.
- The completed medication request form can be hand delivered, mailed, or faxed to school.

All medication must be in a properly labeled container.

- Prescription medication must be in a container labeled by a pharmacist or physician with the correct name of medication, dosage, and time for school administration.
- Over-the-counter medication must be in its original container, unopened, and labeled with your child's name.

Self carry/administration requirements:

For the safety of all students, we prefer that all medications are stored securely and administered by trained staff. However, at times, a parent/guardian or the child's LHP may thoughtfully decide that the child needs to carry their medication at school. To self-carry medication, the student must be able to self-administer without any assistance or reminders.

The following requirements must be met if medication is to be carried by a student:

- Only one day's dose may be carried unless, as in the case of inhalers, such a request is impossible.
- A student must be able to self-administer without any assistance or reminders.

Other considerations:

- The building principal/designee has the right to further restrict medications that are self-carried.
- A student that is not using their medication responsibly may lose their right to carry medication.
- A medication record will be maintained for all students for which medication is administered by school staff.
- Medications shall be returned directly to the parent/guardian or destroyed when discontinued or at the end of the school year.
- Diabetic students are guaranteed the right to carry insulin and all supplies necessary for treatment, monitoring and emergency situations (emergency snacks, glucose tablets, and water bottles, etc.).