

Medication Procedures
Lake Pleasant Elementary School Nurse Office
Peoria USD #11

1. Medication must be prescribed by a physician and a physician order must be given to the nurse.
2. The parent or guardian must provide written permission to administer the medicine to the student. Appropriate forms are available from the school nurse office.
3. The medication must come to the nurse office in the prescription container as put up by the pharmacist. **Current** written directions from the physician or pharmacist must state the name of the patient, name of the medication, the dosage (as prescribed by the doctor), and the time it is to be given.
4. The pharmacy must provide 2 labelled bottles for the school nurse. The second bottle is for sending medication on field trips. The exception is liquid medication.
5. The pharmacy must label the actual inhaler (see #3), not just the box that it comes in if the student is to carry the inhaler. The reason is that students rarely keep their inhaler in the box and if it is lost or just lying around (during a school activity) it cannot be identified.
6. Glucagon kits must be unexpired for the nurse to be able to use it. It must also be labelled for the specific student.
7. EpiPens must be labelled & unexpired.
8. Over-the-Counter medications must be in the original manufacturer's packaging with all directions, dosages, contents, & proportions clearly marked. Appropriate forms must be filled out and signed by parent or guardian.