

ADMINISTRATIVE POLICY

The online version of this policy is official.
Therefore, all printed versions of this
document are unofficial copies.

OVER THE COUNTER (OTC) MEDICATION

In general, no OTC medications, i.e. Tylenol, cold medication, etc. are to be administered by school personnel other than a licensed health care provider. A licensed health care provider may administer or the student may self-administer the medication if the following specific criteria are met:

- Written permission given by the parent or guardian must be on file allowing the administration of the OTC medication. Refer to [HEA-F062](#).
- Parent must specify the name of the OTC medication, dosage and time interval the medication is to be self-administered by the student. This must be within the specified guidelines that are written on the OTC medication container appropriate to the child's age and/or weight.
- If nursing personnel is not in the building, the staff members that have been appropriately trained may assist the student to self-administer his/her medication.
- The medication must be brought to school in the manufacturer's original, unopened, labeled container with the ingredients listed and the child's name on the container.
- The medication must be kept locked in a secure designated area in the school office or clinic. **No student will have direct access to any medication.** Refer to [HEA-A005](#).
- A record of the student medication record is kept at the school and easily retrievable. Administration or student's self-administration of each dosage of medication is documented in this log. Refer to [HEA-F024](#).
- If medications are discontinued or become expired, the school nurse will send notice home to parents. Refer to [HEA-F089](#)
- The parents must pick up any unused or expired medications within 14 days of notice being sent.
- If medication is not picked up within 14 days of the notice, the medication will be properly disposed of.

Implementing Procedures: OTC Medication [HEA-P002](#)

Associated Documents: Medication Storage Policy: [HEA-A005](#)
Authorization for Medication: [HEA-F062](#)
Student Medication Record: [HEA-F024](#)
Medication Expiration Notice: [HEA-F089](#)

Revision History:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
2/20/06		Initial Release
3/12/07	A	Revised to reflect State Regulations.
2/02/09	B	Clarify bullets 2, 3 & 6, add last three bullets and add to Associated Documents

***** End of Policy *****