

## LVISD MEDICATION ADMINISTRATION POLICY

Lago Vista ISD medication procedures are designed to insure compliance with the Texas Education Code. Parents are encouraged to schedule the administration of medicine in such a manner that medication required at school is kept to a minimum. However, if it becomes necessary for your child to take medication during the school day, the following procedures **MUST be followed**.

1. **WRITTEN REQUEST IS REQUIRED** by the parent or guardian for a child to take any medication at school. For parent convenience, LVISD Medication Permission forms are available in the student health office or for download from the school website.

**Hand-written notes from home must include the same information as our standard form...**

- |   |                       |                         |
|---|-----------------------|-------------------------|
| > Child's Name  | > Medication Name     | > Reason for Medication |
| > Dosage  | > Time to be given    | > Date to start         |
| > Parent's printed name   | > Parent's signature  | > Parent's phone        |
| >What you want done with the medication at the end of the year... |                       |                         |
| ... Parent pick-up  | ... Student take home | ... School Dispose      |

2. **ALL MEDICATIONS MUST BE PROVIDED BY PARENTS** - **LVISD will not provide ANY medications** such as Tylenol or Advil. Space is at a premium in our student health office so we ask our parents to *please* send in the smallest size container as is practical.
3. **Medication** is to be taken directly to the Student Health office. **No student is allowed to carry medication** unless specifically arranged with the nurse and a Student Self-Carry form is completed by their parent/guardian. (Examples: Insulin, Glucagon, Epi-pens, inhalers)
4. **Inhalers**: While it is generally good practice for medication to be stored in the health office, there are times when it is in the best interest of the child to carry an inhaler. Inhalers may be held for students by school staff outside of the Health Office.
5. **Prescription Medications** must be in the pharmacy container with a current prescription label containing the child's name and not be expired by date. Any changes in dosage or time of administration must be clarified by a physician's note.
6. **Non-Prescription Medications** must be in **UN-OPENED CONTAINERS**. Single-dose blister pack style is allowed only if in original box with dosing instructions. Must be age appropriate and non-expired.
7. **No Herbal** products, trial medications, medications from another country or in a language other than English will be dispensed.
8. **If there is any discrepancy** that might cause harm to the student, the nurse/office will refuse to administer the medication until clarification is received. The nurse will attempt to contact the parents, doctor or pharmacy to obtain clarification. If still in doubt, the medication **WILL NOT** be given.