

MCLOUTH USD 342 SCHOOL
Health Services
Medication Administration and Dispensing Requirements for
Students in the McLouth Schools

The principal of each McLouth public school is responsible for enforcing the Kansas Guidelines for Medication Administration in Kansas Schools (K.A.R 60-15-101 through 104). Medications should be limited to those required during school hours which are necessary to maintain the student in school and those needed in the event of an emergency.

For the safety of students, it is recommended that medication be given at home whenever possible. For example, medication prescribed three times a day; can be given before school, after school and at bedtime. If medication must be given during school hours, we want you to be aware of the following school medication policy:

Medications: Prescription and Nonprescription

USD 342 will assist in dispensing medications to a student if necessary during the school day. Before **ANY** medication will be dispensed to a student, the following **MUST** be met:

1. All medication will be kept in the office. No medication will be kept in the classroom or with the student*.
2. The school will have on file a signed request for medication administration.
3. Medication needs to be in its original prescription container with a pharmacy label or physicians signature on the medication administration request form. Nonprescription medication need to be in its original container.
The school cannot except medications sent to school in baggies or other non-original containers.
4. If the medication needs to be altered in any way (pills cut in half), the parent/ guardian must make the necessary changes.
5. Mixed dosages in a single container will not be accepted for use at school (for example: 5 mg and 10 mg tablets in the same bottle).
6. Dosing instructions from parents/guardian must be within the manufacture's/physician's recommendations.
7. The first dose of any new medication must be given at home prior to returning to school.
8. Ask the pharmacist to put the medication in two containers, one for school and one for home.
9. NO EXPIRED MEDICATIONS WILL BE KEPT AT THE SCHOOL!

*Secondary Schools- In the middle school and high school, students and parents are responsible for the administering of all over-the-counter medications. Students should only bring over-the-counter medications to school for personal use, not for the purpose of giving to other students.

*K.S.A. 72-8252 allows students to self administer certain medications. Each school district shall adopt their own policy. Secondary students may self-carry asthma inhalers, epi pens and glucagon with the appropriate forms on file. Medication administration request forms are available in the school handbooks, online and in the offices of each McLouth School. I hereby certify that I have read the above school Medication administration and dispensing requirements and understand my obligation to provide for the safety of my student with these medications while at school.

_____(Name of Student)

_____(Parent/Guardian signature)

_____(Date)

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