

	<b>Washington County Board of Education</b>		
	<b>Medicines</b>	Descriptor Term:	Descriptor Code:
			6.405
		Issue Date:	4/9/2015
		Rescinds:	Issued:
		6.405	5/7/1998
1	If under exceptional circumstances a child is required to take non-prescription medication during school hours and the		
2	parent cannot be at school to administer the medication, only the principal or the principal's designee will assist in		
3	self-administration of the medication if the student is competent to self-administer medicine with assistance in		
4	compliance with the following regulations; <sup>1</sup>		
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6	Written instructions signed by the parent will be required and will include:		
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8	1. Child's name;		
9	2. Name and address of parent/guardian;		
10	3. Name of medication, dose, route, time of administration;		
11	4. discontinuation date;		
12	5. reason medication is needed;		
13	6. parent/guardian current phone number in case of an emergency. <sup>2</sup>		
14			
15	The medication, in the original labeled container and/or the original pharmacy labeled container, must be delivered		
16	to the principal's office in person by the parent or guardian of the student unless the medication must be retained		
17	by the student for immediate self-administration. (i.e. students with asthma) <sup>3</sup>		
18			
19	Herbal and/or homeopathic medication shall be administered only with a physician's order and a completed		
20	medication form signed by the parent. <sup>3</sup>		
21			
22	The administrator/designee will:		
23			
24	1. Inform appropriate school personnel of the medication to be self-administered;		
25	2. Keep written instructions from parent in student's records;		
26	3. Keep an accurate record of the self-administration of the medication;		
27	4. Keep all medication in a locked cabinet exception medication retained by a student per physician's order;		
28	5. If medication is not picked up by parent within fourteen (14) days of cessation of medication, or end of school		
29	year, the medication shall be destroyed by a health care professional per local environmental protocol. <sup>3</sup>		
30	6. Return unused portion of prescription to parent and/or guardian only;		
31	7. Ensure that all guidelines developed by the Department of Health and the Department of Education are		
32	followed.		
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34	The parent or guardian is responsible for informing the designated official of any change in the student's		
35	health or change in medication. <sup>3</sup>		
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37	A copy of this policy shall be provided to a parent or guardian upon receipt of a request for long-term		
38	administration of medication.		
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Legal References:

1. TCA 49-5-415
2. TCA 49-5-415(c)(1)(B)
3. Guidelines for use of Health Care Professionals and Health Care Procedures in a School Setting,  
Tennessee Department of Education, Tennessee Department of Health, Section G.2