



American Renaissance School

"A Downtown Community School"

Dear Parent:

Our school has a written policy to assure the safe administration of medication to students during the school day. If your child must have medication of any type, including over-the-counter drugs given during school hours, you have the following choices:

1. You may come to school and give the medication to your child at the appropriate time(s).
2. You may obtain a copy of a medication form from the school nurse or school secretary. Take the form to your child's doctor and have him/her complete the form by listing the medication(s) needed, dosage, and number of times per day the medication is to be administered. This form must be completed by the physician for both prescription and over-the-counter drugs. The form must be signed by the doctor and by you, the parent or guardian. Prescription medicines must be brought to school in a pharmacy-labeled bottle which contains instructions on how and when the medication is to be given. Over-the-counter drugs must be received in the original container, labeled with your child's name, and will be administered according to the doctor's written instructions.
3. You may discuss with your doctor an alternative schedule for administering medication (i.e., outside of school hours).
4. Self-medication: In accordance with G.S. 115C-375.2 and G.S. 115C-47, students requiring medication for asthma, anaphylactic reactions (or both), and diabetes may self-medicate with physician authorization, parent permission, and a student agreement for self-carried medication. Students must demonstrate the necessary knowledge and developmental maturity to safely assume responsibility for and management of self-carry medications.

School personnel will not administer any medication to students unless they have received a medication form properly completed and signed by both doctor and parent/guardian, and the medication has been received in an appropriately labeled container. If you have questions about the policy, or other issues related to the administration of medication in the schools, please contact the school nurse at the following number: 704-878-6009.

Thank you for your cooperation,

School Nurse _____ Principal _____



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Recommendations on Medication Administration Policy

Chapter 115C-307 of the General Statutes of North Carolina enables public school employees, when given the authority by the Board of Education or its designee, to administer medication prescribed by a health care provider upon written request of the parents. As a result, a medication administration policy has been jointly developed by a committee comprised of physicians, nurses, legal experts, a pharmacist consultant and school personnel to address the needs of school employees and students. Review of the medication administration policy and procedures should occur annually.

Medications administered during school hours by school personnel should be kept to a minimum. The student in need of medication to sustain his or her attendance in school may have a chronic health problem, special health care need, or have an unusual health problem where emergency measures are indicated. Every effort should be made for medications to be given at home before or after school hours. If the dosage schedule *requires* school-time administration, it is the parent's or guardian's responsibility to make arrangements with the school administration for medication to be given during school hours. Pursuant to state law, school employees may administer medication prescribed by a doctor upon written request of the parents. (G.S. 115C – 307, -375.1, & - 375.2)

Procedures are written to describe how the policy is implemented. Medication administration procedures should include all steps of implementing the policy including written authorization forms and all other forms used to document inventory, incidents, and administration of medications, training and supervision of designated staff to administer medications and safe storage. For complete guidance see Section E Chapter 3.