

## PARENT INFORMATION: MEDICATION DELEGATION AT SCHOOL

Dear Parent/Guardian,

We have a medication delegation program that enables non-licensed personnel (i.e. teachers) to get certified to administer medication during the school day. We are registered with The Department of Public Health for this delegation process, and have regulatory guidelines in place to ensure that we are providing necessary training and oversight of this process. If your student is currently receiving a chronic medication during the school day, the TEC staff that have been trained in medication administration will be able to administer the medication, in addition to the TEC nurse.

**The following requirements must be met if trained school personnel administer medication to your student during the school day:**

- 1. Only medications given by mouth and those reviewed by the school nurse may be administered by school staff.**
  - No medication requiring injection shall be administered by unlicensed school personnel except for automatic injector pens ordered for an emergency allergy reaction (i.e. Epi-Pen®). Diastat can only be given by a school nurse.
- 2. Medication must be delivered to school by the student's parent/guardian or other responsible adult.**
  - Please allow time for school staff to count pills/capsules with you if it is a countable medication.
  - If half pills are needed, parents must split them prior to delivering medication to staff. A pill splitter is available for your use at school, if needed.
- 3. A physician order form must be completed before any medication can be given.**
  - The form must be **completed and signed by the physician writing the order.**
  - The form must also be **signed by the student's parent/guardian.**
  - Self-administration requires the doctor to check this off on the form, as well as a required parent signature, then a nurse assessment of the student for self-administration capability.
- 4. All medication must be in a properly labeled container.**
  - Prescription medication must be in a container labeled by a pharmacist or physician with the correct name of medication, dosage, and time for school administration.
  - Over-the-counter medication must be in its original container labeled with your student's name.
  - A medication record will be maintained for all students for which medication is administered by school staff.
  - Medications shall be returned directly to the parent/guardian or destroyed when discontinued or at the end of the school year.

Please contact us with any questions or concerns:  
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