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**212 Students AP – Administering Medication to Students**

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Under exceptional circumstances, a child may be required to take prescribed oral medication during school hours and the child's parent may be unable to administer the medication. Under such circumstances, the principal or the principal's designate may administer the prescribed medication.

1. Written instruction signed by the parent and physician or pharmacist will be required and shall include:
  - a. child's name
  - b. name of medication
  - c. purpose of medication
  - d. time to be administered
  - e. dosage
  - f. adverse effects
  - g. termination date for administering medication.
2. The parent of a student required to take medication during school hours must assume responsibility for informing the school principal in order that such medication might be properly secured, and appropriate records kept.
3. The parents of the child must assume responsibility for informing the principal of any change in the child's health or change in medication.
4. School personnel will not administer non-prescribed oral medication unless written permission is granted by a parent.
5. The principal retains the discretion to reject requests for administration of medication.
6. If a student can do so, self-administration, under supervision, is recommended.

**Cross Reference:** Administer Medication to Students Form