

RISD Medication Guidelines

All medications to be given at school must be accompanied by a “Parent/Physician Request for Administration of Medication” form. A separate form must be completed for each medication. A new form is required at the beginning of each school year and any time medication dosages are changed.



Medication must be in the original, properly labeled container.

What medications can be given at school?

- Only those medications which cannot be given outside of school hours will be given.
- Home remedies, plants, herbs, vitamins, supplements, and other non-FDA approved treatments will **not** be administered in the school setting.
- The school will **not** administer expired medication or medication at a dosage that exceeds the recommended maximum dosage in the Physicians Desk Reference.
- **Over-the-counter (OTC) Medications:** Can be given at school (when accompanied by the medication request form) for up to 10 consecutive school days without a doctor’s permission. After this time, doctor’s permission must be obtained to continue to take the non-prescription medication at school.
 - School personnel must administer OTC medications according to the age/weight instructions on the package/bottle.

How should medications be transported to and from school?

- All controlled medications (e.g., Ritalin, Codeine, Tylenol 3) must be transported to and from the school by the parent or guardian. These medications will be counted upon arrival at the clinic. Documentation of the counts will be made with the parent and RISD staff.
- For student safety, parents/guardians are encouraged to transport all medication (controlled and non-controlled) to and from school. Do NOT send medications in student lunches.
- Any unused medication that is not picked up from the clinic within 2 weeks after the last prescribed dose will be destroyed.
- The school will accept no more than a 30-day supply of medication at a time.

Acceptable Containers and Labeling for Medication

- All medication brought to school, including over-the-counter medication, is **required to be in the original, properly labeled container**. Medications brought in a baggie or tissue, out of their original container, will not be administered at school. If there is a change in the medication dosage a new pharmacy label must be obtained for the medication bottle.

Where are the Medications kept while at school?

- All medications are to be kept in a locked cabinet in the school clinic*. The school nurse, health aide, and RISD personnel designated by the principal and trained to dispense medications will distribute all medications. The district will take reasonable measures to store medication at ambient room temperatures unless refrigeration is required. Parents must take home medications during school breaks to avoid exposing medications to extreme heat or cold. *Emergency anaphylactic medications are stored in a secure, but unlocked location per legislative requirements.
- A student may self-carry and self-administer an inhaler or Epi-Pen only after a Parent/Physician Request for Self-Administration form has been completed by the parent and the doctor.

For a complete copy of the RISD Medication Administration Guidelines please see your school nurse, or go online to http://www.risd.org/Group/Parents/Health_Services/MedicationPolicy.html