



The Classical Academy	Policies and Procedures
Policy Name:	Transporting and Administering Medications
Policy Number:	JLCD-TCA
Original Date:	5/6/2010
Last Reviewed:	8/7/2013
Category:	Operations
Author:	School Nurse
Approval:	Director of Operations

Elementary and Junior High Students

- Parents are required to transport ALL medications to and from school
- Medications are kept locked in a cabinet
- School staff will administer and record the administering of these medications
- Prescription medications must come in a pharmacy labeled container with:
 - Student’s name
 - Prescribing doctor
 - Name of drug
 - Amount of drug to be given
 - Time drug is to be given
 - Container must be dated
 - Must be accompanied by TCA/ASD 20 Permission to Administer Medications Form signed by BOTH parent AND prescribing doctor/dentist
- Over the Counter Medications:
 - Must be in original container with current expiration date
 - Labeled with student’s name
 - Must be accompanied by TCA/District 20 Permission to Administer Medications Form signed by BOTH parent AND prescribing doctor/dentist
- Students whose parents have completed the District Contact to Self-Carry for Epi-pens and/or Rescue Inhalers with appropriate medical provider signatures may self-carry and self-administer these medications at their building site.

High School Students

- Students may transport and administer their own medications unless determined by the nurse, parent, or staff that they are not capable of this responsibility
- If the student needs assistance taking medications they should follow the procedures for Elementary and Junior High students
- All self-carried medications must be in original containers for purposes of medication identification

- Controlled Medications
- Parents are required to transport these medications to and from school
- Medications are kept locked in a separate, locked cabinet or box
- School staff will administer and record the administration of these medications
- Medication must be counted upon receipt in the Health Room, when going out/coming in from field trip, and when returned to parent or destroyed
- Medication must come in a pharmacy labeled container with:
 - Student's name
 - Prescribing doctor
 - Amount of drug to be given
 - Time drug is to be given
 - Container must have valid expiration date
 - Must be accompanied by TCA/ASD 20 Permission to Administer Medications Form signed by BOTH parent AND prescribing doctor/dentist

Policy Revision History

Date	Revision Details	Revised By
8/7/2013	Reformatted policy into new template. Completed annual review.	Tammie Chasteen