

Cloquet Public Schools Health Services  
**MEDICATION AT SCHOOL**

Whenever possible, the parent or guardian should make arrangements so that it is NOT necessary for school personnel to administer a medication to a student. However, there are cases when a student's health could be compromised by not getting medication during school hours. When sending **any** prescription or nonprescription medication to school, parents must send **each year**:

1. **A completed parent/guardian signature and consent** authorizing school personnel to administer medication.
2. **A written order from the physician** indicating the necessity of any medication (prescription or over-the-counter), including dose and how often it can be given. The physician may fax the order to the school.
3. **The original labeled container** of the medication. For prescription medication the pharmacist will supply a duplicate labeled container so one can be kept at home and one can be kept at school. Each container should have the phone number of the pharmacy, student's name, physician's name, medication's name, dosage, time to be given and route (oral, inhaled etc.)

**Medication will NOT be administered or accepted until signed medical orders AND signed parental consent are provided to the health office.**

**Storage:** Medication to be administered at school is to be kept in the Health Office. Exceptions are students who may carry an asthma inhaler or an epipen, if they have a written doctor's order and written parental permission to do so, and have demonstrated to the school nurse competency in administration. Other special request may be discussed with the Licensed School Nurse.

**Bringing Medication to School:** It is preferred that parents bring in all medications to school. If you are unable to do so, please call the health office to inform them that medications will be sent to school that day. Place them in a sealed envelope with the # of capsules/tablets sent in the bottle written on the outside of the envelope. Remind your child to bring the medication directly to the nurse's office.

**End of Year Medication Pickup:** At the end of the school year, all medications must be picked up in the health office prior to the end of school.

**Half Tablets:** Health Services Staff is not responsible for breaking tablets in half. This will **not** be done at school. When there is a physician order to give one-half of a tablet, please talk with your pharmacist.

**Field Trips:** Please complete the field trip section on the Authorization for Medication Administration form. Health Services staff do not routinely accompany students on field trips and a teacher may be responsible for administration of medication.

**Standard Medication:** Health Services Staff will administer only medication that is listed and described in the Standard Physician's Desk Reference (PDR).

**Nebulizer Treatments:** When nebulizer treatments are required, special arrangements must be made in advance with the Licensed School Nurse.

Thank you for your cooperation with these medication procedures. The intent is to insure safety and good health for your child.