



# Badin High School

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## Medication Policy for School & Field Trips 2016-17

We prefer, whenever possible, medications are given to students at home. However, we realize that some medications will need to be given mid-day, during extended field trips and that Emergency medications need to be on hand at school.

### **These are the State of Ohio Laws and Policies on Medications at school:**

- **Each medication must have a Medication Authorization / Permit filled out and signed by the student's physician and parent / guardian.**
- All medications are now required by the State of Ohio to have physician signature, even over the counter medications.
- All medications need to be brought to the office by an adult.
- Students are not permitted to carry any medications, except emergency medications ( see below ).
- Medications **must** be in its' prescription container or original over the counter container.
- Medications **cannot** be accepted by the office in a **baggie or envelope**.
- Medication must be marked clearly with the student's name on it.
- The prescription label must state the same dose, route, time as the Medication Authorization / Permit.
- Prescription medications, considered Controlled Substances, will be counted and documented by the Nurse or Office Personnel while the adult delivering them is still present.
  
- Any and every change in the prescription (that affects dosage or time given at school) requires a new Medication Authorization / Permit to be signed by the physician and parent ( except insulin ).
- If your student needs a medication just once, ie. for pain or allergies, do not send a few tabs to school with a note. By Law, we are Not allowed to give the Medication without a Physician's signature. Please arrange for a family member or close friend to bring the medication to administer it to the student.
- A parent **can** call / write a note requesting a routine medication be omitted for the day or cancelled.
- A parent **cannot** call / write a note and change the dose.
- Medications must be picked up by an adult when cancelled or at end of year. Any remaining will be properly disposed of.
  
- Medication Authorizations are available on the school web site under "Nurse & Health Services ", or at school.  
<http://www.badinhs.org/healthservices.html>
  
- Emergency medications can be carried by a student, such as Epi-Pen, Inhaler, Dia-Stat and Insulin. The school must be informed of and have a Permit
- These must also have Medication Authorization / Permit, signed by the prescribing physician, on file in the school office.
- The School Nurse or appointed Office Personnel will administer medications. Teachers are trained for field trip and Emergency medication administration.

### **Field Trips / Over Night Field Trips**

- Please plan ahead for overnight field trips. It is best to get Medication Authorizations / Permits completed now if you know your student may go on an extended Field Trip this year. Medication Permits may need to be submitted to the prescribing physician 2 weeks before the Field Trip in order to be returned to school in time.
- All of the above rules are followed for medications to be taken on Field Trips.
- Please only bring in the number of doses needed for the Field Trip – in its' original container.

**This is according to Ohio State Law, ORC 3313.713, Ohio Nursing Law, and Archdiocese of Cincinnati Policy. Please help us follow the Laws set for your student's and school safety.**

Most physician offices do not require an appointment to fill out the Medication Authorization. Most offices do request you drop the form off and pick it up at a later date. Please call your child's physician's office to check their policy. The physician may agree to FAX the signed form to school for you.

If you have questions feel free to call and ask for the School Nurse.

Thank you,  
Melanie Schmitt, RN, BSN, SN  
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11/21/16