

Date: September, 2017

Re: Procedure for Administration of Medication in School

Dear ISB Community,

Per our Medication Administration procedure all medications (prescription and over-the-counter drugs) should not be administered/taken during school hours if it is possible to achieve the medical regimen at home.

Parents responsibility

When a student requires medication at school, per doctor's recommendation (acute or chronic conditions), it is the responsibility of the parents to inform the school health officer.

To insure your child's safety, and provide the best possible care, all medications are to be delivered to school: ***

- In an original pharmacy-labeled container. Please, make sure to provide separate bottles for school and home or have duplicate bottles during period of medication administration.
- Medication Administration form needs to be filled in and signed by parent/guardian and accompanied by signed doctor's report and recommendation
- By the parent/guardian or designated adult, never with elementary school children. For Upper School students, please see detailed information on our health web page.

<https://www.isb.rs/site/page/academics/student-support/doctor/13>

***No medications will be administered that arrive in baggies or envelopes.

Responsibilities of Students

Students must not take/share medication in school. Any medication found on an elementary school student which was not reported to the school health office by the parents, will be taken away from the student and the parent/guardian will be contacted. (Secondary and older students who are developmentally and/or behaviorally able to self medicate according to a doctor's written prescription and parental consent, if the medicine must be taken during school hours, will be allowed to self-medicate during school hours (prescription and non-prescription medicine long or short term). Medication Administration at School / Authorization for Self Administration of Medication at School* - permission form, signed by the health care provider (prescription and/or over-the-counter medications) and/or parent/guardian needs to be on file in the school's health office.

Teachers Responsibility

A NON-health school employee (principals, teachers and/or counsellors) can voluntarily accept responsibility for administering necessary medication during field trips or in the school, if the school health officer is not available (NON-health school employee are not obligated to assume such responsibility). If staff is unable or unwilling to do so, parents must assume this responsibility. School employees will not give any medication to a student when requested by the student. In case that child does not feel well during school hours, the health officer or his/her designee will perform an examination and contact the parent/guardian for the approval of possible medication administration according to existing symptoms and findings. The school health officer will provide instruction on administering the medication and document such administration.

As always, I stand ready and at your service.

Sincerely,
Dr. Lilly
School Physician
[062 805 6108](tel:0628056108)
lbalos@isb.rs