



# Forest Hills Public Schools

## Administering Medication To Students

These guidelines for administering student medications have been developed to promote a safe educational environment while providing for the medical needs of our students.

- A **Medication Authorization Form** must be completed and on file at school before any medication can be administered, with the exception of emergency medications, by school personnel or when self-administered by the student is permitted.
- Emergency medications such as metered-dose inhalers and emergency injectable/nasal medications require an **Emergency Action Plan (EAP)**, NOT a Medication Authorization Form.
- All medications administered by school personnel must be delivered to school by the parent/guardian/adult, in the current, original container. It is the parent's responsibility to keep track and replace expired medication.
- Any change in medication, dosage, or directions will require the completion of a new Medication Authorization Form.

### Self-Administration of Medication by Students:

- **Elementary Students – Grades K-6**  
The only medications that can be carried and self-administered by elementary students are metered-dose inhalers and emergency injectable medications, if authorized in writing by both the student's health care provider and parent/guardian.
- **Middle School Students – Grades 7-8**  
**Prescription medication** may not be self-administered by middle school students with the exception of metered-dose inhalers, and emergency injectable medication, if authorized in writing by both the student's health care provider and parent/guardian.  
**Over-the-counter medication** may be carried and self-administered by middle school students if authorized in writing by the student's parent/guardian. All medication must be in the original container that contains no more than one day's dosage.
- **High School Students – Grades 9-12**  
**Prescription medication** may be carried and self-administered by high school students if authorized in writing by both the student's health care provider and parent/guardian.  
**Over-the-counter medication** may be carried and self-administered by high school students if authorized in writing by the student's parent/guardian. All medication must be in the original container that contain no more than one day's dosage.

Any questions or concerns regarding the administration of medication should be directed to the school nurse at 493-8635, who will determine appropriate action.