



**Lincolnshire-Prairie View School District 103**  
**Administration Offices**

1370 RIVERWOODS ROAD • LINCOLNSHIRE, IL 60069  
847/295-4030 • FAX 847/295-9196  
<http://www.d103.org/>

**ADMINISTRATION OF MEDICATION PROCEDURE**

Administering medication during school hours is discouraged unless it is necessary for the critical health and well-being of the student in order to attend school. Nothing in this procedure shall prohibit any school employee from providing emergency assistance to students, including administering medication.

1. All medication will be administered in school only after the appropriate authorization form is completed and signed by a licensed prescriber and parent/guardian and received by the school's nurse. A licensed prescriber includes physician, dentist, podiatrist, optometrist, physician assistant, or advanced practice nurse.
2. A parent/guardian may come to school at any time and administer medication to their child after coming to the nurse's office. Whenever possible, the child should administer their own medication under supervision of the school's nurse. In the event that the student is unable to administer their prescribed medication or the school's nurse is unavailable, designated school personnel including principal, secretary or teacher may assist and/or observe a student in administration of their prescribed medication after thorough instruction by the school's nurse.
3. The Medication Authorization Form must include:
  - a. Child's name
  - b. Name of medication-dosage, route of administration, frequency and time of administration
  - c. Diagnosis requiring medication
  - d. Intended Effect and anticipated response to medication
  - e. Possible side effects
  - f. Other medication child is receiving
  - g. Licensed prescribers name, signature, phone number, and date
  - h. Parent/guardian written permission and emergency phone number
4. All prescription medication must be brought to school by a parent/guardian or other responsible adult in the original container labeled appropriately by the pharmacist or licensed prescriber. All non-prescription medication shall be brought to school with the manufacturer's original label with the ingredients listed and the child's name affixed to the container.
5. Students are not allowed to possess any medication in school with one exception. Students may self-administer (defined as a student's discretionary use of and ability to carry) their emergency medication, such as asthma rescue inhalers and Epinephrine Auto Injectors as follows:

**Asthma Rescue Inhalers:** For a student to self-administer, the parent/guardian must provide written authorization and a copy of the prescription label containing the name of the medication, the prescribed dosage and the time at which or circumstances under which the medication is to be administered. This label will be affixed to the Authorization to Administer Prescription and Medication form. The student will sign an agreement indicating his/her understanding of the administration of the medicine, proper time, that medication will not be shared, where medication will be kept, and that he/she will come directly to the nurse's office if the medication is ineffective.

**Epinephrine Auto Injectors** For a student to self-administer, the parent/guardian must provide written authorization by both the parent and the licensed prescriber on the Food Allergy Action Plan. This must include the name and purpose of the auto injector, dosage prescribed, circumstances and time/times at which the auto injector will be administered. The request must also acknowledge that the District and its employees and agents are to incur no liability, except for willful and wanton conduct, as a result of any injury arising from the self-administration of an epinephrine auto injector. The student will sign an agreement indicating his/her understanding of the administration of the medicine, proper time, that medication will not be shared, where medication will be kept, and that he/she will come directly to the nurse's office if the medication is ineffective.

**District Supply of Epinephrine Auto Injectors** District 103 maintains a supply of epinephrine for use in emergency situations. State law requires that parents be informed of this fact, as well as the fact that under the

law the District and the physician prescribing the epinephrine are protected from liability for any injury, except for willful and wanton conduct, when the school nurse administers epinephrine from the District's supply to any student when the school nurse in good faith professionally believes the student is having an anaphylactic reaction.

6. Medication will be stored in a locked cabinet. Those medicines requiring refrigeration will be in a secure area separate from food products.
7. Each dose of medication administered shall be documented in the child's individual medication record. Documentation shall include date, time, dosage, route, and the signature of the person administering.
8. New Medication Authorization Forms must be filled out by the licensed prescriber and parent/guardian:
  - a. Annually
  - b. Whenever there is a change in dosage
9. If the student's medication is to be discontinued, both parent/guardian and the licensed prescriber must notify the school in writing.
10. The parent/guardian or responsible adult must pick up medication remaining at the end of the school year. Any medication remaining will be disposed of properly.