

Lakota Local Schools  
5200 C.R. 13  
Kansas, Ohio 44841

**PARENT'S REQUEST FOR THE ADMINISTRATION OF NON-PRESCRIBED MEDICATION BY  
SCHOOL PERSONNEL**

Name of Student \_\_\_\_\_ DOB \_\_\_\_\_

Name of Parent \_\_\_\_\_

Address \_\_\_\_\_ Phone # \_\_\_\_\_

School Building Attended \_\_\_\_\_ Grade \_\_\_\_\_

The above named student should receive:

Name of Drug	Dosage	Route	Time(s)
--------------	--------	-------	---------

Specific instructions for administration: \_\_\_\_\_

Date administration begins: \_\_\_\_\_ Expiration date of this request: \_\_\_\_\_

I hereby request and give permission to the principal or his/her delegate (school nurse or other responsible person) to administer the following medication to my child. I understand that I must immediately submit a revised request form if any of the information is changed.

My signature below indicates that I have read and understand the policy statement of the Lakota Board of Education Section 5330 found on the reverse side of this form.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent or Guardian

**Please send medication in its original container, labeled with the student's name**

5330  
Use of Medications

The Board of Education shall not be responsible for the diagnosis and treatment of student illness. The administration of prescribed medication and/or medically prescribed treatments to a student during school hours will be permitted only when failure to do so would jeopardize the health of the student, the student would not be able to attend school if the medication or treatment were not made available during school hours, or if the child is disabled and requires medication to benefit from his/her educational program.

For purposes of this policy, "medication" shall include all medicines including those prescribed by a licensed health professional authorized to prescribe drugs and any nonprescribed (over-the-counter) drugs, preparations, and/or remedies. "Treatment" refers both to the manner in which a medication is administered and to health care procedures which require special training.

Before any prescribed medication (i.e., a drug) or treatment may be administered to any student during school hours, the Board shall require a written statement from a licensed health professional authorized to prescribe drugs ("prescriber") accompanied by the written authorization of the parent (see Form 5330 F1). Before any nonprescribed medication or treatment may be administered, the Board shall require the prior written or verbal consent of the parent (see Form 5330 F2). These documents shall be kept in the office of the building principal, and made available to the persons designated by this policy as authorized to administer medication or treatment. A copy of the parent's written request and authorization and the prescriber's written statement must be given, by the next school day following the District's receipt of the documents, to the person authorized to administer drugs to the student for whom the authorization and statement have been received. No student is allowed to provide or sell any type of over-the-counter medication to another student. Violations of this rule will be considered violations of Policy 5530 - Drug Prevention and of the Student Code of Conduct/Discipline Code.

Only medication in its original container; labeled with the date, if a prescription; the student's name; and exact dosage will be administered. The Superintendent shall determine a location in each building where the medications to be administered under this policy shall be stored, which shall be a locked storage place, unless the medications require refrigeration in which case they shall be stored in a refrigerator in a place not commonly used by students.

However, students shall be permitted to carry and use, as necessary, an asthma inhaler, provided the student has prior written permission from his/her parent and physician and has submitted Form 5330 F1 to the principal and any school nurse assigned to the building

Additionally, students shall be permitted to carry and use, as necessary, an epinephrine autoinjector to treat anaphylaxis, provided the student has prior written approval from the prescriber of the medication and his/her parent/guardian and has submitted written approval per Form 5330 F1. The

parent/guardian or the student shall provide a back-up dose of the medication to the principal or school nurse. This permission shall extend to any activity, event, or program sponsored by the school or in which the school participates. In the event epinephrine is administered by the student or a school employee at school or at any of the covered events, a school employee shall immediately request assistance from an emergency medical service provider (911).

Only employees of the Board who are licensed health professionals or who have completed a drug administration training program conducted by a licensed health professional and are designated by the Board may administer prescription medications to students in school.

No employee will be required to administer a drug to a student if the employee objects, on the basis of religious convictions, to administering the drug.

Additionally, the Board shall permit the administration by a licensed nurse or other authorized staff member of any medication requiring intravenous or intramuscular injection or the insertion of a device into the body when both the medication and the procedure are prescribed by a licensed health professional authorized to prescribe drugs and the nurse/staff member has completed any and all necessary training.

Students who may require administration of an emergency medication may have such medication in their possession upon written authorization of their parent(s), or such medication, upon being identified as aforementioned, may be stored in the principal's office and administered in accord with this policy.

The Superintendent shall prepare administrative guidelines, as needed, to address the proper implementation of this policy.

*A written record is to be kept in ink and contain the date, time of day, name of student, quantity or dosage of medication given and the name/initials of the person administering the medicine. Accurate records of medication given shall be kept in the student's health record.*

***If the prescriber of this medication makes any changes to this medication order, a new form (5330 F1) must be completed and submitted to the school.***

**If possible, all medications should be given by the parent/guardian at home. If this is not possible, parents may come to school to administer medications to their child. School personnel will be permitted to administer medications only when no alternative is available.**

**The intent of these procedures is to ensure that no medications will be taken at school without administrative approval. This includes prescription and non-prescription (over-the-counter) drugs. The role of the school will be one of cooperation with the parent and student. The school will dispense medicine only if all of the above guidelines have been followed.**

LEGAL REFS.: ORC 3313.712 3313.713 3313.716  
3313.718 4729.01

Policy Revised 2/13/2012 Form Revised 11/2015