

Government of the District of Columbia
Department of Health
Community Health Administration
MEDICATION PLAN

Dear Parent/Guardian/Responsible Person and Physician/Nurse Practitioner:

We discourage the administration of medication in the school setting and request that whenever possible medications are scheduled during non-school hours. If medication is needed while in school, the following requirements must be met on the first day that the student is to receive medication:

1. No medication will be administered without the parent/guardian/responsible person's signed consent and the physician/nurse practitioner's written medication plan authorization order. This will be kept on file in the Student's Health Record. The parent/guardian/responsible person is responsible for obtaining the required information from the physician/nurse practitioner.
2. A separate consent form and medication plan authorization order must be completed for each medication a student is to receive at school.
3. The medication container must be properly labeled by the pharmacist. The label must include:
 - a.) Name of student, b.) Name of medication, c.) Date, d.) Dosage, frequency and time of administration, and e.) Directions for administration.
4. Medication plans must be renewed annually or sooner if medication plan changes.
5. The first dosage of any new medication must be given at home.
6. All medications must be brought to school by the parent/guardian/responsible person and given to the school nurse or trained school personnel.
7. The parent/guardian/responsible person is responsible for submitting to the school notification of any change in dosage or time of administration, in writing, from the physician/nurse practitioner.
8. All medication kept in school will be stored in a secure area accessible only to authorized school personnel. (Such storage will be at the risk of the parent/guardian/responsible person). Neither The Department of Health, District of Columbia school personnel nor the school nurse will assume any responsibility for possible loss of students' medication.
9. One week after expiration of the physician/nurse practitioner's order, the unused portion of the medication must be collected by the parent/guardian/responsible person or it will be destroyed.
10. Neither school personnel nor the school nurse will assume any responsibility for non-medically prescribed medication or medication self-administered by the student.