

## INFORMATION ON APS MEDICATION POLICY

Albuquerque Public Schools has a Procedural Directive and Medication Policy that all School nurses and Health Assistants must follow. This policy is used "...to ensure that students who require medication at school receive them in a safe and timely manner, according to their physician's order and with maximum protection to all who are involved."

**Students who take medication at school need to have a physician's order for their medication on file in the health room.** This is whether the medication is carried by the student, self administered by the student and supervised by the health assistant or administered by the nurse. APS medication forms can be picked up in the school health office at any time. If a form is not available for the physician during your visit, the order can be written on a doctor's prescription pad or stationary. The order must include the student's name, name of the medication, dose to be taken and the time of administration. This note can then be attached to the APS form at school and the form is then signed by the parent. The form can also be faxed to and from the physician's office. The medication must be in a prescription labeled container that matches the physician's written order. Changes in the dosage of the medication require a new order. At no time will a student be allowed to carry a medication classified as a controlled substance. (Example: Ritalin, Dexedrine, Tylenol with Codeine)

**The medication label cannot be used in place of a physician's written order.** This is done for your child's protection as a mistake can be made when the prescription is filled.

**Students who take over the counter medications while at school must have a parent authorization form on file in the health room.** This form must identify the name of the student, name of the medication, dose to be taken and the time of administration. The medication must be in the original bottle or packaging. The student may carry a daily dose of the medication each day. APS does not provide over the counter medication. If the over the counter medication must be taken for more than five consecutive school days, a physician's authorization must be obtained.

**Students carrying any medication should only bring to school the dose necessary for that school day.** It should be in the prescription or original bottle. APS does not allow whole bottles of medication to be carried by the student for the protection of all students. Students carrying more than a daily dose of medication must store their medication in the health room. An APS employee will not send home any excess medication.

**A student may carry a daily dose of a short-term prescription medication (excluding medication classified as a controlled substance).** A parent authorization form must be on file in the health room. The medication must be carried in the pharmacy labeled container. A medication that needs to be taken for more than 10 days will require a physician/provider authorization form.

**For further information regarding the complete APS Medication policy contact your school nurse.**