



Peoria Christian Elementary School Medication Guidelines

Students should not take medication during school hours or during school-related activities unless it is necessary for a student's health and well-being.

Before any (prescription or non-prescription) medication can/will be administered, the appropriate forms must have been signed and received by the Elementary Office:

- Physician Statement of Need
- Parental Authorization for Self-Administration of Prescription or Asthma Medication, Diabetes Testing or Injections, and/or Auto-Injectable Epinephrine
- Parental Authorization for School Administration of Medication

These forms are available in the school office or may be downloaded at www.peoriachristian.org. For short-term (less than three weeks) medication, please complete the "Physician Statement of Need" form or the prescriber must send a document with the following information: 1) name of student; 2) date of birth; 3) licensed prescriber, signature and date; 4) name of medication with the dosage and time to be taken/given; and 5) common side effects.

Students will administer the medication under the supervision of the school administrator, school personnel, or school volunteer. If the student is not capable of self-administration, the administrator, school personnel, or school volunteer shall administer the medication.

The school shall keep a written log of medication administered throughout the school year. All prescription medication must be in a container labeled appropriately by the pharmacist or licensed prescriber. The label must include: 1) name of student; 2) name of medication; 3) dosage; 4) time to be taken/given; 5) prescriber's name; 6) pharmacy name, address, and phone number; and 6) date. Non-prescription medication must be in the original labeled container with the student's name affixed to the container.

The parent/guardian will waive any liability or claims against, and agree to hold harmless, the school or any officer, board member, employee, or volunteer at the school arising out of the supervision of the self-administration of medication or administration by the school designee of medication.

The school will provide no medication. All medications must be kept locked in an appropriate location. Students are not allowed to carry any medication on their person unless required due to a medical need, such as asthma, diabetes, or an auto-injectable epinephrine condition.

Unless ordered short-term, all requests for administration of medication will expire at the end of the school year. If the parent/guardian does not pick up unused medication, the administration will dispose of the medication in the presence of a witness and document this.