



Sevier County School System

Jack A. Parton, Superintendent

226 Cedar Street
Sevierville, Tennessee 37862

Phone : (423) 453-4671
Fax : (423) 522-1497

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USE OF MEDICINES BY STUDENTS

The Sevier County Board of Education acknowledges the fact that students occasionally must take prescription medicine during school time as prescribed by a licensed physician or dentist or non-prescription medicine as requested by a parent/guardian. When medicines must be taken during school hours, the student must be competent to self-administer the medication with assistance and must adhere to the following procedure:

* Medications must be delivered to the principal's office or homeroom teacher (as designated by the principal) either by the parent or by the student unless the medication must be retained by the student for immediate administration (such as students with asthma). If the medication is sent with the student, the parent should seal the medication in an envelope to guard the medication during travel from home to school. The medication must be brought to school either in a container appropriately labeled by the pharmacy or physician or in a manufacturer's original container and labeled with ingredients listed and the student's name affixed to the container.

* Complete written instructions signed by the parent will accompany all medications to include student name, name of medication, name of physician (prescription medicine), time to be administered, dosage, and directions for administering medication, possible side effects (if known), and termination date for administration.

* The principal or designee will keep an accurate record of the administration of the medication, keep the medication in a locked cabinet or room until dosage is administered to the student, and return unused medication to the parent at the termination date.

* Students failing to follow these procedures will be considered for possible violations of the drug and alcohol abuse policy.

* All information about the medicine will be considered confidential.

Procedure to be followed by the principal or designee

- * Identify the student.
- * Identify the medication.
 - Note student name on bottle.
 - Note date of medication on bottle.
 - Note dosage on bottle.
 - Note instructions on bottle/parent note.
- * Administer the dosage of medication as directed.
- * Record time the medication was given on medication record.
- * Return medication to locked cabinet or room.

Should specific questions arise, the principal or designee will contact the parent and/or the nurse that serves the school.