

Katy Independent School District Administrative Regulation for Administration of Medications at School

Parents,

Your child may have an illness which requires medication for relief or cure that does not prevent his/her attending school. When possible, such medication should be scheduled to be taken at home. However, according to the Texas State Legislature and Katy ISD Board of Trustees policy, a medication may be dispensed to a student by school personnel. The following requirements must be met by the parent or legal guardian requesting this service.

1. **Prescription or non-prescription drugs that need to be taken at school for 15 days or less.**
 - a. All prescription drugs must be in their original pharmacy container and labeled by the pharmacist. The label must include:
 1. Student's name
 2. Physician's name
 3. Name of drug
 4. Amount of drug to be given and frequency of administration
 5. Date prescription filled
 - b. All non-prescription drugs must be in their **original container**. The written request for administration of these must contain the following information:
 1. Student's name
 2. Name of drug
 3. Amount of drug to be given
 4. When drug is to be given
 5. Reason drug is given
 6. Date
 7. Signature of parent/guardian
 - c. All prescription and non-prescription drugs to be administered at school for 15 days or less must be accompanied by a **written request, signed and dated by a parent or legal guardian**. (Form below)
2. **Prescription or non-prescription drugs that need to be taken at school for more than 15 days.**
 - a. All prescription and non-prescription drugs to be administered at school for longer than 15 days must be accompanied by a **written request signed and dated by the prescribing physician and the parent or guardian requesting this service**. (Form below)
 3. Medications prescribed or requested to be given three times a day or less are not to be given at school unless a specific time during school hours is prescribed by a physician, or the school nurse determines that a special need exists for an individual student.
 4. There will be no more than one medication per properly labeled container.
 5. All medications will be stored and dispensed in the school clinic. Exceptions must be approved by proper school authorities in advance.
 6. No student may have prescription or non-prescription drugs in his/her possession on school grounds during school hours.
 7. No medication will be administered from or kept in the school clinic for more than 15 days unless otherwise prescribed by a physician or dentist.
 8. In accordance with the Nurse Practice Act, Texas Code, Section 217.11, the school nurse has the responsibility and authority to refuse to administer medications that in the nurse's judgment are not in the best interest of the student.

Parental Permit to Administer Prescription or Non-Prescription Medication at School for 15 Days or Less

Student Name: Last		First		MI	Age
Grade	Teacher				
<input type="checkbox"/> Prescription Medication			<input type="checkbox"/> Non-Prescription Medication		
Name of drug			Name of drug		
Time to be given			Time to be given		
Amount to be given			Amount to be given		
Reason medication being given					
Number of: Tablets	Pills	Capsules	Other		
Send only amount student needs to take at school in properly labeled, original container, so that student will not be required to carry medication back and forth from home to school.					
Parent/Guardian signature				Date	
Home telephone ()				Work telephone ()	

Medication Discontinued Date: _____	Clinic Use Only Dosage/Time Changes
Date: _____ Change From: _____	To: _____ Int. _____
Date: _____ Change From: _____	To: _____ Int. _____
Date: _____ Change From: _____	To: _____ Int. _____
Date: _____ Change From: _____	To: _____ Int. _____