

**Grant Parish School Board
Medication Policy**

1. **Parent/guardian consent form must be completed and the physician must complete and sign (not stamp) a medication order form.**
2. Medication orders must be renewed each school year.
3. A separate order is to be used for each medication given at school. A medication order must be completed for prescription AS WELL AS over-the-counter (OTC) medications such as Tylenol, Motrin, etc. It also applies to medications that students are allowed to carry with them such as inhalers/epi-pens.
4. **All medication must be brought to the school by an adult, in a prescription bottle or the unopened OTC medication bottle.** The child's name, the medication name, prescription number, dosage, and time to be administered must be on the label and match the doctor's order exactly.
5. When the medication arrives at school, an employee trained in medication administration will count it and the amount will be documented on the child's medication administration form. Both the employee and the responsible adult will sign the form verifying the amount of medication that will be staying at the school.
6. School personnel are only allowed to administer oral medications, inhalers, creams for diaper rash, and emergency injectable medications such as Epi-pens.
7. The first dose of any medication must be given at home to allow for observation of possible adverse effects.
8. **NO MEDICATION MAY COME TO SCHOOL WITH YOUR CHILD ON THE BUS---**If this happens, it will NOT be administered to your child until a parent/guardian comes to the school and counts it in with a school employee. Once you have completed all the necessary paperwork, you must call and set up an appointment with the Grant Parish School Nurse to review the medication papers. **Do not take the medication to your child's school without an appointment because they cannot accept it until the Grant Parish School Nurse approves it.** This is a Louisiana State law.

The Grant Parish School Nurses may be reached at the school or by calling the School Board Office at 627-3274 to set up an appointment.

Thank you,

GRANT PARISH SCHOOL NURSE DEPARTMENT

Kim Sanders, RN- Montgomery High 646-2879, Verda Elementary 646-3146

Jessica Pennison, RN- South Grant 641-1882

Janis Mendenhall, RN- Pollock Elementary 765-3511, Georgetown High 827-5306

Dana DuBois, RN- Grant High 899-3331, Grant Junior High 899-5697