

## Administrative Procedure #405 Medication

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1. Where procedures beyond a written prescription are required, written instructions shall be received from the physician concerned.
2. When the Principal agrees to the parent/guardian request, he/she shall designate staff members, who mutually agree, to administer medication.
3. The Principal shall immediately notify the Superintendent and parents/guardians if he/she disagrees with the request.
4. Any special equipment required to administer medication shall be the responsibility of the parents/guardian.
5. Signed medication/personal care forms and other related information shall be placed in the student record portfolio.
6. The Principal shall designate safe, limited access storage for medication supplies.
7. An administering of medication log will be completed and kept as part of the student portfolio and on school file.