

# BROCKTON PUBLIC SCHOOLS

## PROCEDURE FOR HANDLING MEDICATION DELIVERY TO SCHOOLS

- A parent/guardian/adult designee must deliver all medication to the student's school. If an adult designee delivers medication to the school, written consent from the parent/guardian should be on file with the school nurse at the student's school.
- Medication must be delivered in the pharmacy labeled prescription bottle and given to the school nurse.
- If the school nurse is absent or out of the building, medication must be given to the principal/assistant principal and counted with the parent/guardian/adult designee.
- Medication is not to be handled but counted with a pill counter and stored in a secure area in the principal's/assistant principal's office until the covering nurse arrives.
- Parent/guardian/adult designee and building administrator will complete and sign the Medication form below. This form will be kept in the medication binder.
- The nurse assigned to administer medications in the absence of the school nurse will recount the medication and sign the form to certify that the previous count is correct.
- When a school nurse is unavailable, the Supervisor of Nurses will assume responsibility or delegate responsibility to another school nurse.
- Substitute nurses are to follow this procedure.

Student: \_\_\_\_\_ School: \_\_\_\_\_

Medication #1: \_\_\_\_\_ Dose: \_\_\_\_\_ # received: \_\_\_\_\_

Medication #2: \_\_\_\_\_ Dose: \_\_\_\_\_ # received: \_\_\_\_\_

Medication #3: \_\_\_\_\_ Dose: \_\_\_\_\_ # received: \_\_\_\_\_

Covering School Nurse signature: \_\_\_\_\_  
(Substitute school nurse/supervisor/designee)

Building Administrator signature \_\_\_\_\_  
(Principal/headmaster/assistant principal/building administrator)

Parent/Guardian/Adult Designee signature: \_\_\_\_\_ Date: \_\_\_\_\_