



SOUTHERN WILL COUNTY COOPERATIVE for SPECIAL EDUCATION

ADMINISTRATIVE DISTRICT: TROY 30C

DR. TIFFANY FREY
Executive Director

ADMINISTRATIVE OFFICE:
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GRACE DOYLE
Assistant Director

MEDICATION PROCEDURES

PRESCRIPTION & NON-PRESCRIPTION MEDICATIONS

Any prescription medication or over-the-counter medications to be administered at school require BOTH a completed AUTHORIZATION AND PERMISSION FOR ADMINISTRATION OF MEDICATION AT SCHOOL form to be completed by a licensed physician along with the PARENT AUTHORIZATION FOR MEDICATION ADMINISTRATION/SELF ADMINISTRATION AT SCHOOL form completed by the parent/guardian. We will no longer accept the over-the-counter medications to be administered with only a parent signature.

MEDICATION ADMINISTRATION FORMS ARE PART OF THE SOWIC REGISTRATION PACKET AND ARE ALSO AVAILABLE AT THE MAIN OFFICE.

- All medication must be brought to school by the parent/guardian and be in its original unopened manufacturer's container for over-the-counter medications or in an original container properly labeled by the pharmacy. It will be stored in the nurse's office.
 - **Prescription Medication Label must display:**
 - Student's name
 - Medication name and dosage
 - Time of Administration
 - Prescriber name
 - Pharmacy name/address/phone
 - **Non-prescription medications (OTC) must display:**
 - Medication ingredients and expiration date
 - Student's name must be affixed to the container
- All medication must go through the nurse for approval and proper storage during the day. **We do NOT allow prescription or non-prescribed medications to be carried on a student while in school.**
- All controlled substance medications **must be brought in by a parent and counted with the nurse each time the medication is dropped off** at the school.
- Any changes to medications require an immediate written and signed notification from the physician stating the change. We must have this before a change can be made at school. The physician can fax the written order to the school office at 815-926-1697.
- A new medication form is required at the beginning of each school year for any medication to be administered at school. Current school year completed medication forms expire at the end of each school year.
- In all cases, the school retains the right and responsibility to reject a request for medication administration or refuse to administer any medication depending on individual circumstances and/or if proper procedures are not followed.

Parent/Guardian Name (Print): _____

Parent/Guardian Signature: _____ Date: _____