



# The Village School

Guidelines for  
Administration of Medication at School

Parents,

Your child may have a condition that 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 The Village School Policy, school personnel may give a medication to a student. The parent or legal guardian requesting this service must meet the following requirements:

1. Prescription or non-prescription "as-needed" 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 on reverse side)
2. Prescription or non-prescription drugs that need to be taken at school for more than 15 days:

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 on reverse side)
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 given in the school clinic. School nurse must approve exceptions in advance.
6. **No students may have a prescription or non-prescription drugs in his/her possession on school grounds during school hours. Middle School students may carry asthma inhalers if approved by parent and the school nurse, after consultation with student, parent and school nurse.**
7. No long-term medication will be administered from or kept in the school health center 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. .
9. No medicine manufactured outside of the United States will be dispensed.

Please call if you have any questions about your child's medication needs at school. 281-496-7900 ext 210 or nurse@thevillageschool.com.