

NEW PRAGUE COMMUNITY SCHOOLS
Health Services
Medication Administration Procedure

Purpose: To explain the Medication Policy (Policy 516) of New Prague Community Schools. This can be an area of confusion, especially if your child needs to have medication given for the first time, in the school setting. Health services are committed to maintaining the health and safety of all students. Therefore, strict adherence to the policy and this procedure is important.

1. All medication, prescription **and** over the counter will only be given when the **Medication Administration Form** (or a comparable form) is completed.
2. The comparable form must include the physician's order and parent /guardian signature.
3. The medication must be supplied in the original bottle (ask the pharmacist to divide the prescription into two bottles-completely labeled-one for school and one for home).
4. Parents/guardians will notify health services of any change in medication, including if medication is to be discontinued (a new physician's order is needed to discontinue medication).

For students who receive mood altering medications, for example:

- Central Nervous Stimulants (Ritalin, Dexedrine, Cylert, Adderall, Concertaetc.)
- Antipsychotics (Risperdal, Zyprexa, etc.)
- Anti-seizure medications (Lithium, Depakote etc.)
- Antidepressants (Prozac, Zoloft, Paxil, Cylexa, Effexor, Wellbutrin etc.)

In addition to the above items 1 through 4, students who receive the above medications must also have:

1. An adult to hand carry the medication to health services in student's building.

or
2. An adult will call the student's health services office and report the number of tablets the student will be bringing to school.
3. Health services will count the number of tablets received, store the tablets in a locked cabinet and administer the medication as directed by physician.

The following numbers are provided for your convenience:

School	Telephone Number	Fax Number
New Prague Falcon Ridge School	952.758.1600	952.758.1699
New Prague Raven Stream School	952.758.1500	952.758.1599
New Market Eagle View School	952.758.6000	952.758.6099
New Prague Middle School	952.758.1400	952.758.1499
New Prague High School	952.758.1200	952.758.1299
St. Wenceslaus	952.758.3133	952.758.2958

**The only exception to this policy is for cough drops. Parents/guardians may send written permission and the cough drops in the original container. Health services will dispense the cough drops at the primary and intermediate schools; or health services will provide the student with a pass to carry the cough drops in the middle and high schools.*

Thank you for your attention to this important information. If you have further questions or comments, please call, Cheryl Malecha, RN LSN, 952-758-1760.

*Sincerely,
 New Prague Community Schools Health Services Staff*