



Dedicated to Excellence
Cherry Creek Schools

Dear Parent/Guardian:

I would like to take this opportunity to acquaint you with the Cherry Creek School District's procedures for administering medications to students pursuant to school board policy JLCA, Student Health Services and Requirements.

These policies are designed to ensure the safety of our students:

1. The school will have received written permission from the parent/guardian to administer the medication.
2. Medication will be administered by the school nurse, or by school personnel whom the registered nurse has trained and delegated the task of giving such medication. (A parent is always welcome to come to the school and administer medication to his or her own child.)
3. Medication shall be in the original, properly labeled container with the current date printed on the container, and all other parameters required for medication administration (student name, prescribing physician's name, drug name, dose, route, time and/or frequency).
4. In some instances, at the high school level, students who demonstrate responsibility may be allowed to carry their medications on their person and self-administer such medication in accordance with the current pharmacy-labeled container, or in the case of over-the-counter medication, in accordance with the manufacturer's label. Students who misuse this privilege may be subject to disciplinary action per applicable school board policies. Please contact your high school nurse for additional information.

The following guidelines shall also pertain to the administration of medication to students in the school setting:

Rescue/Prescription medications: (Albuterol and epinephrine) should be kept in the clinic unless written permission for a student to carry these prescription drugs has been agreed to by the physician, parent and school nurse. This written agreement form is located in the school clinic and on the Health Services Web page. It requires, in part, that the student has demonstrated the necessary maturity to keep it on their person. In general, students less than ten years of age should not be burdened with this responsibility.

Prescription Medications: As previously indicated, prescription drug medications require written permission for administration in the school setting from both a healthcare provider and a parent/guardian. Most pharmacies are happy to provide an extra labeled container so that a prescription can be divided and placed in a properly labeled container for school use. If the dose or the directions change, a new form/container must be submitted.

Over-the-counter medications: Written parental permission is required for administration of over-the-counter medications. Since many medications resemble another in appearance, medication must be sent to the school in the original manufacturer's container with the label intact. If a student requires a dosage outside the manufacturer's recommendations, a healthcare provider's authorization for the variation is required in addition to the parent's signature. Since aspirin has been associated with Reyes Syndrome when given to children with influenza or chickenpox, medications containing aspirin may only be administered with a healthcare provider's and a parent/guardian's signature.

Homeopathic/Herbal medications: These medications are not considered to be over-the-counter medications, but require written permission for administration in the school setting by both a healthcare provider and the student's parent/guardian. Some homeopathic preparations may require a review from the Cherry Creek School District Medical Advisory Board.

Transportation of medications: Parents/guardians are requested to be personally responsible for the delivery of student medications to and from school, and should hand them directly to the nurse, building administrator, or other school official. In the event an approved adult is unable to bring the prescription to school, that individual shall contact the school and notify the nurse or other school official of the date the medication is to arrive, giving the name of the medication and the exact quantity of medication included in the properly labeled container.

Any medication sent to the school without the labeled container will be kept in the clinic or main office to be returned to the parent. Additionally, any unused medication will be available for pickup at the end of the school year by the parent/guardian. Any medication not picked up will be discarded. The schools will not send unused medication home with students.

Planning ahead: It is recommended that any student requiring a medication at school or at home have a seventy-two (72) hour supply kept in the clinic in the event of an unpredictable local emergency. Please discuss this with your healthcare provider or the school nurse if you are wondering about your child's need for such an arrangement. Also, because health needs can change, all medication forms will need to be renewed annually. They are available from your health clinic and the District web site at cherrycreekschools.org.

We look forward to helping your student have a safe and healthy educational experience this year. Please feel free to contact your individual school nurse or my office if you have any questions or concerns regarding your student's medication needs.

Sincerely,
Marianne Peoples, MS, RN
District Health Services Coordinator

06/22/2011