

MEDICATION GUIDELINES FOR AMERICAN LEADERSHIP ACADEMY

- 1) All medications to be given during school hours must be included in the 'Authorization to Administer Medications at School' information form, and will not be given until the form is filled out in its entirety.
- 2) Medications may be given by trained ALA staff members, as well as the school nurse.
- 3) It is the responsibility of the parents and student to assure medication is administered; we are unable to send someone to find the student to make sure the medications are given. Please help your student understand that it is their responsibility to come and ask for their medication at the required times.
- 4) All medications given will be recorded on a medication sheet.
- 5) All prescriptions must come in the original prescription bottle, and must be prescribed for the student it is being dispensed to. We cannot give medication from multiple family bottles. We can only give the medication as specifically prescribed on the bottle. (If you ask the pharmacist for an extra bottle with a prescription label they will generally give you one at no extra charge)
- 6) Please provide a wallet-sized photo of your child to keep with their medication to help staff members properly identify the correct child for the correct medication.
- 7) When dispensing medications we follow the 5 RIGHTS for medication administration:
 - 1. RIGHT PATIENT**
 - 2. RIGHT ROUTE**
 - 3. RIGHT DOSE**
 - 4. RIGHT TIME**
 - 5. RIGHT MEDICATION**
- 8) We keep all student medical information confidential, and are as discreet as possible when giving students their medications.
- 9) All medications will be kept in a locked meds box in a locked cabinet at all times.

I _____, the parent of _____ have read and understand my responsibility as well as that of my child regarding ALA's medication administering guidelines.

Date _____ Signature _____