

## **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, not only the school nurse.
- 3) It is the parent and student responsibility to make sure medication is received, we are unable to hunt the student down to make sure the medications are given. Please help your student understand that it is up to them to come ask for there medication.
- 4) All medications given will be tracked on a medication sheet.
- 5) All prescription must come in original prescription bottle, and must be prescribed for the student we are dispensing it to. We can not give medication out of 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 there medication, to help staff members properly identify the right child to the right medication.
- 7) When dispensing medications we follow the 5 rights for medication administration.  
**RIGHT PATIENT**  
**RIGHT ROUTE**  
**RIGHT DOSE**  
**RIGHT TIME**  
**RIGHT MEDICAITON**
- 8) We keep all student medical information confidential, and try as discreetly as possible to give students there medications.
- 9) All medications will be kept in a locked med box in a locked cabinet at all times

I \_\_\_\_\_ parent of \_\_\_\_\_ have read and understand mine and my child's, responsibility of ALA medication administering guidelines.

Date \_\_\_\_\_ Signature \_\_\_\_\_