



Whiting High School

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Procedure for Administration of Student Medication

The following will be the procedure and practice for all administration of students medication (over-the-counter and prescription)

For safety and liability reasons, student medications need to be maintained and administered through the nurse's office. The school nurse *does not* stock any non-emergent medications at school for students (Tylenol, Ibuprofen, cough-drops, Tums, etc.). If students need to take *over-the-counter* medications at school, a medication administration form **MUST** be completed and signed by the parent. If a student needs to take *prescription* medication at school, a medication administration form **must** be completed and signed **by both** a physician and a parent.

The completed form(s) and a supply of the medication in its original container must be kept in and administered from the nurse's office. A copy of the completed form(s) will be kept in the main office. Some prescriptive medications (inhaler, EpiPen) may be kept with the student however, the proper documentation **MUST** be on file in the nurse's office and main office.

The following forms will be used as documentation and kept on file with the Whiting School nurse and the main office:

- ***Request for Supervision of Self-Administration of Prescription Medication at School**
- ***Request for Supervision of Self-Administration of Over-the-Counter (OTC)/Non Prescription Medication at School**