



**Las Lomas  
Elementary  
School District**  
Inclusive. Engaging. Inspiring.

**District Office**

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## **Instructions for Administration of Medications During School Hours**

1. An “authorized health care provider” refers to an individual who is licensed by the State of California to prescribe medication.
2. A [Medication Authorization Form](#) must be completed by the student’s parent/guardian and health care provider for students who require medication (prescribed or over-the-counter) during the school day. Medication(s) may only be accepted with completed medication authorization and supplied in an original container.
3. Medications are to be supplied by the parent/guardian in an original container (pharmacy bottle or over-the counter) labeled with the student’s name, name of medication, correct dosage, and date, health care provider’s name and phone number. Medications that are not in their original container will not be accepted or administered.
4. Students receiving medication at school may be assisted by designated school personnel.
5. Make note of the medication expiration date(s). It is the responsibility of the parent/guardian to replace any expired medication(s) during the school year. Expired medication(s) will be disposed of no earlier than 30 days after expiration date. All unclaimed and expired medication will be disposed of at the end of the school year.
6. Medication is properly stored in the school office. Exceptions are those situations in which a student requires medication on his/her person for the treatment of emergency or unusual medical cases. Written authorization is required by the parent/guardian and the provider in these cases and indicates the student has been educated and is capable of carrying and self administering. A set of medications is also required for the office and additional sets may be requested by school staff. Please note Las Lomas School District will only consider allowing self-carry/administration

or students in middle school, grades 6-8, with exceptions made on a case-by-case basis by the school nurse. A duplicate medication stored in the school office is required in the event the student cannot locate his/her medication in an emergency.

7. At the end of the prescribed time period, the parent/guardian is notified to reclaim unused medication. All unclaimed and expired medication will be disposed of at the end of the school year.

8. A new [Medication Authorization Form](#) is required every school year, or if there is a change in the student's medication, health status, or authorized health care provider.

9. Non-prescription (over-the-counter) medication cannot be given at school unless the above procedures are followed (California Education Code 49423)