

## OFF-CAMPUS EVENT MEDICATION PROCEDURES

Medication may be administered **ONLY** by a designated Leander ISD employee in compliance with the procedures outlined below during off campus event:

1. All medications needed during the school day must be provided and delivered by **the parent/guardian at the medication the designated drop-off site**. This includes both prescription and over-the-counter medications.
2. No medication will be sent home with a student. Parents/Guardians must pick up all medications whether prescription or over the-counter.
3. Medication(s) will not be accepted without the appropriate completed form(s), including all required signatures.
4. Over-the-counter medication must be in the original bottle or box, unopened with the label intact and non-expired. Dispensing directions regarding age, dose and frequency will be strictly adhered to. Requests to alter the standard dosage or frequency on over-the-counter medication must be accompanied by a physician's written note and signature.
5. Prescription medication must be properly labeled in a prescription bottle/box with the student's name, medication name and directions for dispensing the drug.
  - a. Prescription orders must be written/signed by a physician licensed to practice in Texas.
  - b. A physician's signature is required for any dosage or medication change on prescription medication.
  - c. All PRN (as needed) prescription medications will need a physician's signature.
  - d. Narcotic pain medications prescribed for temporary medical conditions will not be stored or administered.
6. Short-term prescription medication can be administered for up to 10 consecutive days without a physician's signature. The prescription label can be no more than 7 days old upon receipt by the school clinic. A written request/signature from a physician must be obtained if the medication needs to be administered for more than 10 days.
7. Controlled substances will be counted and quantity verified by parent/guardian and designated LISD personnel upon delivery.
8. A student may be allowed to self-carry and self-administer emergency medication as long as the appropriate self-carry form is received by the clinic. The form must be completed and include all required signatures.
9. LISD employees will not administer any medications that are not FDA approved. This includes but is not limited to herbal substances, anabolic steroids and dietary supplements. Exceptions may be granted if prescribed by a physician and required by the IEP or Section 504 plan of a student with a disability. Reliable information must be provided in writing and signed by the prescribing physician regarding the safe use of the product including side effects, toxicity, drug interactions and adverse effects.
10. All medication must be kept in a secured location by a trained chaperon and administered **only** by trained LISD employee.
11. It is the responsibility of the parent/guardian to ensure all health/medical and medication information is current as of the day of the off-campus event.
12. All private health information (PHI) will be stored in a secure location when not at an off-campus event. When information leaves the housing campus for an off-campus event it will be signed out by a LISD staff member or trained chaperon. That person is responsible to keep PHI secure & confidential during the event, then sign-in & return information to housing campus when event is over.