



815 N. 16th Street
Melrose Park, IL 60160
www.htdday.org

MEDICATION ADMINISTRATION POLICY

HTD Day School adheres to the applicable state laws and regulations, specifically, Section 10-22.21b of the Illinois School Code (105 ILCS 5/10-22.21b) and 23 Illinois Administrative Code 1.540, pertaining to the administration of medication to students during regular school hours and school-related activities.

Medication to students during regular school hours and school-related activities is discouraged unless necessary for the critical health and well-being of the student. Should a student at HTD Day School require medication administration during school hours or during school-related activities, the medication will be administered by the School Nurse/Registered Nurse or a school administrator. However, to allow students to fully participate in educational programming and school activities at all times, trained staff members may also be delegated medication administration authority in compliance with the requirements of Section 50-75(b) of the Nurse Practice Act and pursuant to the requirements of a comprehensive nursing assessment by the licensed School Nurse/Registered Nurse under 225 ILCS 65/50-75(b). HTD Day School will keep on file any record of medication administration training provided to a staff member who is delegated medication administration authority by the licensed School Nurse/Registered Nurse.

Any student requiring the administration of prescription or over-the-counter medication during school hours or at a school-related activity must have a completed medication administration authorization form on file with HTD Day School that is signed by the parents/guardians, and a licensed physician, physician assistant, or advanced practice registered nurse, and which includes the name of the medication, the prescribed dosage, and the time or times at which or the circumstances under which the medication is to be administered. Requests for a medication authorization form should be directed to HTD Day School's Site Administrator. Prescription medication must be provided to the school in the original container properly labeled by the pharmacist or licensed prescriber with the student's name, prescriber number, medication name and dosage, administration route or other directions, date of medication, and refill/expiration licensed prescriber's name, the pharmacy name, address and phone number and the name or initials of the pharmacist. Over-the-counter medication must be provided to the school in the manufacturer's original container and with the student's name in the container.

As applicable for self-administration of medication policies:

HTD Day School complies with the requirements of Section 10-22-21b and 22- 30 of the Illinois School Code (105 ILCS 5/10-22.21b; 105 ILCS 5/22-30) for the self-administration of medication, including the self-administration and self-carry of asthma medication or epinephrine injector (i.e., an EpiPen), by students. Specifically, a student will be permitted



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to self-administer medication, including asthma medication or an epinephrine injector, if the student's parent/guardian provides HTD Day School with a completed medication administration authorization form that includes the following:

- (1) Written authorization by the parents/guardians for the student's self-administration of medication, self-administration and self-carry of asthma medication, or self-administration and self-carry of an epinephrine injector;
- (2) Written authorization from the student's physician, physician assistant, or advanced practice registered nurse for the student to self-administer and self-carry the medication; and
- (3) The prescription label for the medication must contain the medication's name, the prescribed dosage, and the time or times at which or the circumstances under which the medication is to be administered.

HTD Day School and its employees and agents shall incur no liability, except for willful and wanton conduct, because of any injury arising from the administration or self-administration of medication by a student during school hours or at a school-related activity under this policy and a medication administration authorization form.