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The WMC Board, staff and volunteers shall not be responsible for the diagnosis and treatment of student illness. The administration of prescribed medication and/or medically-prescribed treatments to a student during school hours will be permitted only when failure to do so would jeopardize the health of the student.

For purposes of this policy, “medication” shall include all medicines including those prescribed by a physician and any non prescribed (over-the-counter) drugs, preparations, herbal supplements and/or remedies. “Treatment” refers both to the manner in which a medication is administered and to health-care procedures which require special training.

Before any ***prescription or non prescribed medication*** or treatment may be administered to any student during school hours, the Board shall require the written prescription from the child’s physician accompanied by the written authorization of the parent (Medication Administration Authorization Form).

The Medication Authorization Form shall be kept on file in the administrative offices and must be completed for each medication and each time there is a change in dosage/instructions. Parents must bring all medication to the school office. Medication may not be hand carried to school by the student. A new Medication Administration Authorization form will be required at the start of every school year and expire on the last day of instruction that school year.


- **Prescription Medication:** Medication must be in the original container with a pharmacy label. The label must include the date, dosage instructions and student’s name. Physician order must match prescription instructions on the container label. Tablets must be sized for proper dosage (e.g. cut in half, etc) prior to bringing medicine to school.
- **Non Prescription Medication:** Medication must be in the original container with the factory label and must not expire during the school year. Tablets must be sized for proper dosage (e.g. cut in half, etc) prior to bringing medicine to school.

No student is allowed to provide or sell any type of over-the-counter medication to another student. Violations of this rule will result in a family meeting with the Dean of Students and could result in the termination of the student’s enrollment.

Staff members are to administer medication or treatment only in the presence of another adult, except in the case of an emergency that threatens the life or health of the student. Staff licensed as professional registered nurses are exempt from this requirement.

All staff authorized to administer medication or treatment will receive training. This training shall be provided by qualified individuals with knowledge of the state of Michigan laws and policies concerning school medication administration.

All medication will be kept in a locked area of the administrative offices.

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All controlled-substance medications will be counted and recorded in the presence of the parent/legal guardian when brought to school.

The school will not distribute lunch or afternoon medications on half days of school.

Medication left over at the end of the school year or after a pupil has left the school shall be picked up by the parent/legal guardian. Any medication not retrieved by the parent/legal guardian will be disposed of within seven days of the last student day of school.

Students with a need for emergency medication (epinephrine, asthma inhalers, diabetes management medications) may be allowed to self possess and self administer such medication provided that they meet the following conditions:

- A. There is written approval from the student's physician or health care provider and the student (if the student is over 18 years of age) or parent/guardian (Medication Administration Authorization Form/ Self-Carry Self-Administration Authorization section). This form must be filled out each school year.
- B. The administrative office has received a copy of the written approvals from the physician and the parent/guardian.