
GLENCOE

DISTRICT #35

Medication Forms

Written permission to disperse prescription and non-prescription medication at school must be obtained from both the parent and physician. Please call the school nurse to obtain a “School Medication Authorization Form.” This form must be updated yearly.

A student may possess medication prescribed for asthma for immediate use at the student’s discretion, provided the student’s parent(s)/guardians and physician have completed and signed the following forms.

- “Physician Request for Self-Administration of Medication”,
- “Permission for Self-Administration of Medication”, and
- “Parent Agreement for Child to Carry Medications”.

To obtain these forms call the school nurse,

Fay Kovar	South School Nurse	847-835-6440
Jill Moss	West School Nurse	847-835-6640
Kim Harmon	Central School Nurse	847-835-7640

Students

Administering Medicines To Students

Students should not take medication during school hours or during school-related activities unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent(s)/guardian(s) believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child and otherwise follow the District's procedures on dispensing medication.

No School District employee shall administer to any student, or supervise a student's self administration of, any prescription or non-prescription medication until a completed and signed "School Medication Authorization Form" is submitted by the student's parents(s)/guardian(s). No student shall possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this policy and its implementing procedures.

A student may possess an epinephrine auto-injector (Epi-Pen®) and/or medication prescribed for asthma for immediate use at the student's discretion, provided the student's parent/guardian has completed and signed a "School Medication Authorization Form." The School District shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or epinephrine auto-injector or the storage of any medication by school personnel. A student's parent/guardian must indemnify and hold harmless the School District and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine auto-injector and/or medication, or the storage of any medication by school personnel.

Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering medication.

The Building Principal shall include this policy in the Student Handbook and shall provide a copy to the parents/guardians of students.

LEGAL REF.: 105 ILCS 5/10-20.14b and 5/10-22.21b.

ADMIN. PROC.: 7:270-AP (Dispensing Medication), 7:270-E (School Medication Authorization Form)

ADOPTED: August 9, 1999

REVISED: November 13, 2000

November 12, 2001

November 13, 2006