

NEW HORIZONS CHARTER SCHOOL
ADMINISTRATIVE PROCEDURES

Approved: 1995-10-29

Amended: 2007-06-13, 2016-04-07

Section: Student Policies

ADMINISTRATIVE PROCEDURE #405 - Medication

1. Where procedures beyond a written prescription are required, written instructions shall be received from the physician concerned.
2. When the Principal agrees to the parent/guardian request, he/she shall designate staff members, who mutually agree, to administer medication.
3. The Principal shall immediately notify the Board and parents/guardians if he/she disagrees with the request.
4. Any special equipment required to administer medication shall be the responsibility of the parents/guardian.
5. Signed medication/personal care forms and other related information shall be placed in the student record portfolio.
6. The Principal shall designate safe, limited access storage for medication supplies.