

Integrated Day Charter School  
Governing Board



Policy Series: 5000  
Policy Number: 5305

## **STUDENTS**

### **RECORDS OF MEDICATION ADMINISTERED**

In keeping with the state statutes, a record of medications administered will be kept on approved forms. A separate form will be used for each student and for each medication ordered. Transaction so recorded must be in ink and shall not be altered. Such records shall include:

- (a) the name of the student; the name of the medication; the dosage, the frequency; and the name of prescribing physician; the date the medication was ordered; the quantity received; the date the medication is to be reordered; any student allergies to food and/or medicine; the date and time the medicine was administered or reason it was not administered; the dose or amount administered; and the full legal signature of the nurse, director or teacher administering the medication; and,
- (b) The written orders of the physician, the written authorization of a parent or guardian, and the completed medication administration record for each student shall be filled in the student's cumulative health record.

Legal References: Connecticut General Statutes Sec 10-212a-6  
cf. 5304

Board approval date: July 21, 2010