

New Story Schools of Ohio: Medication Change Disclosure Policy

Purpose

To ensure the safety, well-being, and optimal educational experience for students with special needs, it is essential that parents/guardians inform the school of any changes in their child's medication regimen.

Scope

This policy applies to all parents/guardians of students with special needs enrolled in the school.

Policy Statement

Parents/guardians are required to notify the school of any changes in their child's medication regimen, including but not limited to:

- The introduction of new medications
- Changes in dosage
- Discontinuation of medications

Procedures

1. Notification Requirement

- Parents/guardians must notify the school nurse or designated school personnel of any medication changes within 24 hours of the change.
- Notification should include the following information:
 - Student's name
 - Name of the medication
 - Dosage
 - Time and frequency of administration
 - Reason for the change
 - Any potential side effects to monitor

2. Documentation

- A written notice must be provided by the parent/guardian, which can be delivered via email, a note, or a form provided by the school.
- The school nurse or designated personnel will document the medication change in the student's health record.

3. Medical Authorization

- If the medication change requires administration during school hours, a new medical authorization form signed by a licensed healthcare provider must be submitted.
- The form should include detailed instructions for the administration of the medication.

4. Emergency Contact

- Parents/guardians must provide updated emergency contact information to ensure timely communication in case of any adverse reactions or emergencies related to the medication change.

5. Staff Training

- Relevant school personnel will be informed and trained on the new medication regimen to ensure proper monitoring and support of the student.

6. Confidentiality

- All information regarding a student's medication changes will be kept confidential and shared only with school personnel directly involved in the student's care.

Compliance

Failure to comply with this policy may result in delayed administration of medication, which could affect the student's health and educational experience. The school will work collaboratively with parents/guardians to ensure compliance and support the student's needs.

Review and Revision

This policy will be reviewed annually and revised as necessary to reflect best practices and regulatory requirements.

Contact Information

For questions or concerns regarding this policy, please contact the school nurse or the school administration.

(Contact Information)

Acknowledgment

Parents/guardians are required to sign an acknowledgment form confirming they have read and understood this policy.

Parent/Guardian Signature

Parent/Guardian Printed Name

Date