

SECTION VI: TRANSPORTING STUDENTS WITH SPECIAL NEEDS

I. MEDICATION

1. Transporting

Medication should not be transported on the bus. Parents should bring medication to the school office to be checked in and counted. The exception is when parents are unable to transport essential medication to the child's school. If it becomes necessary for the school bus to transport a child's medication, the parent must make a hand-to-hand transfer to the driver. The driver will make a hand-to-hand transfer to the designated school staff. The bus drivers and bus attendants must ensure that a Medication form is completed and approved by the school nurse and Principal. This "chain of custody" documentation must be maintained in appropriate files as indicated on the form. Medication forms can be obtained by the parents or guardians by contacting the school office or the school nurse. Medication must be packaged in the correctly labeled container from the pharmacy. The container must have a child resistant lid, correct dosage, and quantity of medication sent to school.

2. Administering

Drivers or bus attendants shall not administer medication of any kind without written approval and training from the school nurse. This includes topical creams, ointments and over-the-counter medications. Drivers and bus attendants may apply ice and/or first aid should an injury require it.

ⁱ Revised Date July 1, 2008.