

Administrative Procedures

ADMINISTRATION OF MEDICATION TO STUDENTS

- I. Authorization For the Administration of Medication and Emergency Medical Assistance
 - A. School employees shall not administer to a student or supervise a student's self-administration of prescription or over-the-counter medication in non-emergency situations unless the following authorizations have been obtained:
 1. A written order from the student's physician, dentist or other person legally authorized to prescribe medication. The written order shall contain:
 - a. the student's name
 - b. date of birth
 - c. licensed prescriber's name, signature, and phone number
 - d. name of medication
 - e. dosage of medication
 - f. route of administration of medication
 - g. frequency and time of administration of medication
 - h. date of prescription and order
 - i. discontinuation date
 - j. diagnosis requiring medication
 - k. intended effect of medication
 - l. possible side effects
 - m. other medications the student is receiving; and
 2. A written request and waiver of liability from the parent/guardians requesting the administration of medication by school employees.
 3. Self-administration by a student of prescribed asthma medication requires that the parent/guardian of the student provide the school with written authorization for the self-administration.
 - B. Emergency medical assistance shall be provided, during school hours or at school sponsored activities, to all students whose parent/guardian have signed a written authorization for the provision of such assistance.
 - C. Authorizations required by this section shall be placed in the student's cumulative file, with a copy to the school nurse.

II. Administration of Medication

When the conditions contained in Section A of these Rules and Regulations are satisfied, medication shall be administered to students in the following manner:

- A. Prescription medications shall be brought to school in the original container which shall display:
 - 1. the student's name
 - 2. prescription number
 - 3. medication name, dosage, route or administration and other required directions
 - 4. licensed prescriber's name
 - 5. date and refill instructions
 - 6. pharmacy name, address, and phone number
 - 7. name or initials of pharmacist

- B. Over-the-counter medications shall be brought to school in their unopened original container with the seal unbroken and the student's name affixed to the container. Cough drops, vitamins, lozenges, gums, and any other item that could be considered a medication and can be purchased at a retail store, must be brought to the school office. Parent/guardian permission will still be required. A decision as to whether or not the item is a medication and may be taken in school will be made by the school nurse or his/her designee.

- C. All medications shall be stored in a separate locked or secure area. Medications requiring refrigeration shall be refrigerated in a secure area. Medications and/or over-the-counter medications may not be kept in lockers, or in the student's possession. Exceptions to this are asthma inhalers or epinephrine auto-injectors.

- D. The principal shall designate the employee or employees authorized to dispense the medication including employees who are required to administer medication in an emergency situation. Teachers or other non-administrative school employees, except school nurses, who may be certificated or non-certificated registered professional nurses, shall not be required to administer medication to students. However, such employees may be so designed if they agree or volunteer to administer the medication. When necessary, the school nurse shall instruct these employees concerning the manner in which the medication shall be administered, the circumstances requiring the administration of medication and the possible side effects.

- E. Each dose of medication shall be documented for the student's health records. Documentation shall include date, time, dosage and route and signature or initials of the person administering the medication. In the event the medication is not administered as ordered, the reasons therefore shall be entered in the record.

- F. When requested by the student's physician, the medication's effectiveness and side effects shall be assessed and documented. Parent/guardian is responsible for refilling medication. Any and all changes for medication administration must be in writing.

III. Discretionary Administration of Medication

If a parent/guardian consents to the administration of medication on a discretionary basis, the school nurse shall provide the necessary information and instructions for the administration of the medication including detailing any side effects to the designated personnel. The administration of medication on a discretionary basis shall be done only by the school nurse, who may be a certificated or a non-certificated registered professional nurse or a previously designated and instructed employee after consultation with and approval of the school nurse.

IV. Emergency Medical Treatment

School personnel shall render emergency medical assistance to any student whose parent/guardian have authorized such assistance when paramedical personnel or licensed physicians are not available or have not arrived and such assistance is necessary to protect the student's health, safety or welfare. The school personnel providing emergency medical assistance shall attempt to contact the principal as soon as possible and contact a licensed physician or certified paramedical personnel to provide or assist in providing emergency medical assistance.

V. Self-Administration of Medication

If a parent/guardian requests assistance from school personnel in a student's self-administration of medication, the procedures set forth in these Rules and Regulations concerning the administration of medication by school personnel shall be followed.

VI. Disposal of Medication

The parent/guardian of a student will be responsible at the end of the treatment regime for removing from the school any unused medication which was prescribed for their child. If the parent/guardian does not pick up the medication by the end of the school year, the school nurse will dispose of the medication and document that the medication was disregarded. Medications will be discarded in the presence of a witness.

VII. Dissemination of the Policy

A copy of these rules and regulations and medication form shall be distributed to the parent/guardian of each student prior to the beginning of each school year or within 15 days after starting classes for a student who transfers into the school during a school year. A copy of the policy and these rules and regulations shall also be printed in each student handbook. In addition, the policy, rules and regulations and medication form will be posted on the District website.