



## **904 STUDENT MEDICATION**

### **I. PURPOSE**

The purpose of this policy is to set forth the provisions that must be followed when administering nonemergency prescription medication to students at school.

### **II. GENERAL STATEMENT OF POLICY**

The school district acknowledges that some students may require prescription or nonprescription drugs or medication during the school day. The school district's licensed school nurse and trained health assistant will administer all prescribed and nonprescription (OTC) medications in accordance with law and school district procedures. Prescription and nonprescription medication shall be defined as follows:

### **III. DEFINITIONS**

- A. Prescription medication: Medication requiring a prescription from a licensed medication prescriber.
- B. Nonprescription medication: Medications that may be obtained over the counter without a prescription from a licensed medication prescriber.

### **IV. REQUIREMENTS**

- A. The administration of prescription medication or drugs at school requires a completed signed request from the student's parent and healthcare provider.
- B. An "Administering Prescription Medications" form must be completed annually (once per school year) and/or when a change in the prescription or requirements for administration occurs.
- C. Prescription medication must come to school in the original container labeled for the student by a pharmacist in accordance with law, and must be administered in a manner consistent with the instructions on the label.
- D. The school nurse may request to receive further information about the prescription, if needed, prior to administration of the substance.
- E. Prescription medications are not to be carried by the student, but will be left with the appropriate school district personnel. Exceptions to this requirement are: prescription asthma medications self-administered with an inhaler (See Part J.5. below), and medications administered as noted in a written

agreement between the school district and the parent or as specified in an IEP (individualized education program), Section 504 plan, or IHP (individual health plan).

- F. The school must be notified immediately by the parent or student 18 years old or older in writing of any change in the student's prescription medication administration. A new medical authorization or container label with new pharmacy instructions shall be required immediately as well.
- G. For drugs or medicine used by children with a disability, administration may be as provided in the IEP, Section 504 plan or IHP.
- H. The school nurse, or other designated person, shall be responsible for the filing of the Administering Prescription Medications form in the health records section of the student file. The school nurse, or other designated person, shall be responsible for providing a copy of such form to the principal and to other personnel designated to administer the medication.
- I. Procedures for administration of drugs and medicine at school and school activities shall be developed in consultation with a school nurse, a licensed school nurse, or a public or private health organization or other appropriate party (if appropriately contracted by the school district under Minn. Stat. § 121A.21). The school district administration shall submit these procedures and any additional guidelines and procedures necessary to implement this policy to the school board for approval. Upon approval by the school board, such guidelines and procedures shall be an addendum to this policy.
- J. Specific Exceptions:
  - i. Special health treatments and health functions such as catheterization, tracheostomy suctioning, and gastrostomy feedings do not constitute administration of drugs and medicine;
  - ii. Emergency health procedures, including emergency administration of drugs and medicine are not subject to this policy;
  - iii. Drugs or medicine provided or administered by a public health agency to prevent or control an illness or a disease outbreak are not governed by this policy;
  - iv. Drugs or medicines used at school in connection with services for which a minor may give effective consent are not governed by this policy;
  - v. Drugs or medicines that are prescription asthma or reactive airway disease medications can be self-administered by a student with an asthma inhaler if:

- A. the school district has received a written authorization from the pupil’s parent permitting the student to self-administer the medication;
- B. the inhaler is properly labeled for that student; and
- C. the parent has not requested school personnel to administer the medication to the student.

Written authorization from the parent or guardian and the health care provider must be submitted for the student to self-administer the medication each school year. In a school that does not have a school nurse or school nursing services, the student’s parent or guardian must submit written verification from the prescribing professional which documents that an assessment of the student’s knowledge and skills to safely possess and use an asthma inhaler in a school setting has been completed.

If the School District employs a school nurse or provides school nursing services under another arrangement, the school nurse or other appropriate party must assess the student’s knowledge and skills to safely possess and use an asthma inhaler in a school setting and enter into the student’s school health record a plan to implement safe possession and use of asthma inhalers;

- K. “Parent” for students 18 years old or older is the student.

**Legal References:** *Minn. Stat. § 13.32, subd. 2 (Student Health Data)*  
*Minn. Stat. § 121A.21 (School Health Services)*  
*Minn. Stat. § 121A.22 (Administration of Drugs and Medicine)*  
*Minn. Stat. § 121A.221 (Possession and Use of Asthma Inhalers by Asthmatic Students)*  
*Minn. Stat. § 151.212 (Label of Prescription Drug Containers)*  
*20 U.S.C. 1400, et seq. (IDEA)*  
*29 U.S.C. 794, et seq. (Section 504)*

**Cross References:** *MSBA/MASA Model Policy 418 (Drug-Free Workplace/Drug-Free School)*