

MEDICATION AT SCHOOL

Each school principal will authorize at least two staff members to administer prescribed or over the counter medication. These designated staff members will participate in an in-service training session conducted by a physician or registered nurse prior to the start of each school each year.

For purposes of this procedure, "medication" means oral medication, topical medication, eye drops and nasal spray. Oral medications are administered by mouth either by swallowing or by inhaling and may include administration by mask if the mask covers the mouth or mouth and nose.

Medication may be dispensed to students upon written authorization from a parent/guardian with a written request by a licensed health professional prescribing within the scope of their prescriptive authority. The written request must provide written, current and unexpired instructions for the administration of the medication. Requests will be valid for not more than the current school year. The prescribed or over-the-counter medication must be properly labeled and be contained in the original container. The dispenser of medication will:

- A. Collect the medication directly from the parent/guardian, (students should not transport medication to school), collect an authorization form properly signed by the parent/guardian and by the prescribing health professional and collect instructions from the prescribing health professional.
- B. Store the medication in a locked, substantially constructed cabinet.
- C. Maintain a daily record which indicates when the medication was dispensed.
- D. Be supervised by a physician or registered nurse.
- E. A copy of this policy will be provided to the parent/guardian upon request. The parent/guardian will understand and accept that at times the doses of medication may be delayed or missed due to occasional conflicts in the student's schedule. If the parent/guardian refuses to accept that condition, the district will reject the request.

No prescribed medication will be administered by injection by unlicensed staff except when a student is determined to have a life threatening allergy. Such medication will be administered by staff trained to administer such an injection and 911 must be called. See Policy 3420 Anaphylaxis Prevention and Response and Procedure 3420-P.

Written orders for emergency medication, signed and dated, from the licensed health professional prescribing within his or her prescriptive authority will:

- A. State that the student suffers from an allergy which may result in an anaphylactic reaction;

- B. Identify the drug, the mode of administration, the dose.
- C. Indicate when the injection will be administered based on anticipated symptoms or time lapse from exposure to the allergen;
- D. Recommend follow-up after administration, which may include administration of additional medications, transport to hospital; and
- E. Specify how to report to the licensed health professional prescribing within his or her prescriptive authority and any record keeping recommendations.

If a licensed health professional and a student's parent/guardian request that a student be permitted to carry his/her own medication and/or be permitted to self-administer the medication, permission may be granted after consulting with the school nurse. The process for requesting and providing instructions will be the same as established for all medications. The nurse will take into account the age, maturity and capability of the student; the nature of the medication; the circumstances under which the student will or may have to self-administer the medication and other issues relevant in the specific case before authorizing a student to carry and/or self-administer medication at school. Except in the case of multi-dose devices (like asthma inhalers), students will only carry one day's supply of medication at a time. Violations of any conditions placed on the student permitted to carry and/or self-administer his or her own medication may result in termination of that permission, as well as the imposition of discipline when appropriate.