

Administering Medicines to Students

If under exceptional circumstances a student is required to take oral medication during school hours only the school nurse or the nurse's designee will administer the medication in compliance with the following regulations. In the alternative, the parent/guardian may come to school to administer the medication.

1. All directives of the accompanying policy will be followed.
2. Written orders from the student's physician or other professional licensed to prescribe medication must be on file in the school stating:
 - a. Student's name
 - b. Name of drug
 - c. Dosage
 - d. Purpose of the medication
 - e. Time of day medication is to be given
 - f. Anticipated number of days it needs to be given in school
 - g. Possible side effects
3. The medication must be brought to school in a container appropriately labeled by the pharmacy or physician.
4. An individual record will be kept of such prescription medications administered by school personnel.
5. Medication will be stored in a clean, locked cabinet or container.

Unless these requirements can be met, medication will not be administered at school.

Procedure

1. Identify the student.
2. Identify the medication and confirm the following:
 - a. Student's name on bottle.
 - b. Date of medication on bottle.
 - c. Name of medication on bottle.
 - d. Dosage of medication on bottle.
 - e. Instructions on bottle for giving the medication.
3. Compare information on medication bottle with medication record information.
4. Confirm that the doctor's order is attached to medication record or note.
5. Check to see that the medication has not been given already for that day and time by another school person.
6. Administer the medication to the student as directed.
7. Record time the medication was given on student's medication record.
8. Return medication to locked medication cupboard.

Self-administration of medication for asthma or anaphylaxis

A school shall permit a student to possess and self-administer medication for asthma or anaphylaxis if all of the following conditions are met:

1. Written authorization signed by the student's health care practitioner must be on file with the school which shall include the student's name; the name, purpose, prescribed dosage, frequency, and length of time between dosages of the medication(s) to be self-administered; and confirmation that the student has been instructed and is capable of self-administration of the medication.
2. The student demonstrates to the school nurse that he or she possesses the skill level necessary to administer the medication as prescribed.
3. The school nurse and the student's health care practitioner collaborate to develop a written treatment plan for managing the student's asthma or anaphylaxis episodes and for medication use by the student.
4. A written statement signed by the student's parent or legal guardian must be on file with the school, which shall include permission for the student to self-administer his/her medication and a release from liability for any injury arising from the student's self-administration of such medication.
5. A written contract between the school nurse, the student, and the student's parent or legal guardian must be on file with the school, assigning levels of responsibility to the student's parent/guardian, student, and school employees.

A treatment plan authorizing a student to possess and self-administer medication for asthma or anaphylaxis shall be effective only for the school year in which it is approved. The school shall permit a student to possess and self-carry medication in subsequent school years only if the conditions specified above are met.

A student shall report to the school nurse or designee or to some adult at the school immediately after the student uses an epinephrine auto-injector during school hours. Upon receiving such report from a student, the school nurse, designee, or other adult will provide appropriate follow-up care to the student, which shall include making a 911 emergency call.

Adopted: **March 16, 1995**

Reviewed: Policy Manual Updated November 2006 to Reflect CASB Recommendation
By Policy Review Committee June 2010

Revised: Policy Manual Update July 16, 2001
March 2006 by Policy Review Committee