

453.4R ADMINISTRATION OF MEDICATION TO STUDENTS: PROCEDURES

1. Prescription and non-prescription medication will only be administered to a student after the principal has received written authorization from the student's parent/guardian.
2. If the medication is a prescription drug ordered by a physician or their licensed designee, in addition to the written parent/guardian authorization, a "Physician's Order for Medication Administration" form must be on file with the principal prior to school personnel or a designee administering the medication. A physician's prescription may also suffice.
3. Consent forms for medication administration are confidential and will be kept on file by the principals or their designee in the office where they can be periodically reviewed by the principals, their designated medication administrator and the school nurse. Building principals should include the procedures for administration of medication in school in the student handbook.
4. Medication will only be administered and/or dispensed by the principals, school nurse or their designee. Such individuals shall receive appropriate instruction.
 - a. One exception to this rule would include the self-administration of inhalers by students with asthma when all of the following are true:
 - The student uses the inhaler before exercise to prevent the onset of asthmatic symptoms or uses the inhaler to alleviate asthmatic symptoms.
 - The student has the written approval of the student's physician, and if the student is a minor, the written approval of the parent/guardian.
 - The student has provided the District with a copy of the approvals listed in item (b) above.
 - b. A second exception to this rule would include the self-administration of an epi-pen for a severe allergic reaction when all the following are true:
 - The student demonstrates adequate knowledge and safety to carry and use epi-pen and uses only as prescribed with ingestion or contact of allergen or, if prescribed, with occurrence of life-threatening symptoms.
 - The student has the written approval of the student's physician or licensed designee, and if the student is a minor, the written approval of the parent/guardian.
 - The student has provided the District with a copy of the approvals listed in the item above.
5. Medications will be kept in a safe and secure location. Asthmatic students may keep their inhaler with them provided the conditions outlined in item (4) above are met.
6. The parent/guardian will be requested to supply properly labeled medication, including the full name of the student, name of the drug, amount to be given and the time to be given; in the case of prescription medication, the prescribing physician's name and pharmacy label must also be on the medication.
7. A medication administration record will be kept for each student receiving medication administered by school personnel. School personnel will document each dose given, by whom and any side effects noted. This record is also confidential and should be kept locked with the medication.
8. It is the responsibility of the student, if appropriate, not the school personnel, to get his/her medication at the designated time.

9. The classroom teacher should be alerted by the principal or designee when the physician or parent/guardian has indicated on the consent form certain signs or symptoms that may be exhibited by the student while taking the medication.
10. At the end of the school year, the school nurse will collect and keep on file all medication administration records in the student's school health record. The parent/guardian and physician consent forms will be kept on file by the school for one year after the student ceases to be enrolled, unless the student has specified that they may be maintained for a longer period of time. All medication not picked up within two weeks at the end of the school year will be disposed of.
11. Orders for medication must be rewritten annually at the beginning of a new school year or when change in dose or frequency occurs.
12. Immunity from Liability - State law protects from liability any school employee, volunteer or school bus driver if they administer medication with the written consent of the parent(s)/guardian and according to the written instructions of a physician if the medication is a prescription drug. The school administrator is immune from liability for authorizing a school employee, volunteer or bus operator to administer the medication unless his/her direction constitutes a high degree of negligence.
13. High school students may receive Acetaminophen or Ibuprofen with written permission from parent/guardian. Either this would require a parent/guardian signature on the Annual Health Update in the indicated area or a medication administration form completed and signed.

REVISED:

6-12-06; 7-23-07; 3-16-08