

STUDENTS

Medication at School

Prescribed or over-the-counter medication may be dispensed to students on a scheduled basis upon written authority and instructions from a parent/guardian accompanied with written directions from a licensed physician or dentist. It will be the student's responsibility to report to the designated area at the appropriate time.

The school principal will designate at least two staff members who may receive and administer medication. The school principal will also assure that the following conditions are met:

1. A lockable cabinet is available in the dispensing area for locked storage of all medication.
2. The designated staff members receive annual training by the school health consultant in proper handling, storage, administration, and recording of over-the-counter medication, in accordance with District policy and instructions from physician/dentist and parent/guardian.

The dispenser of prescribed or non-prescribed oral medication will:

- A. Collect the medication directly from the parent (students should not transport medication to school), collect an authorization form properly signed by the parent and by the prescribing health professional and collect instructions from the prescribing health professional if the oral medication is to be administered for more than fifteen consecutive days;
- B. Store the prescription or non-prescribed oral medication (not more than a twenty (20) day supply) in a locked, substantially constructed cabinet;
- C. Maintain a daily record which indicates that the prescribed or non-prescribed oral medication was dispensed; and
- D. Provide for supervision by a physician or registered nurse.

A copy of this policy will be provided to the parent upon request for administration of medication in the schools.

Medications administered, other than orally, may only be administered by a registered nurse or licensed practical nurse. No prescribed medication will be administered by injection by staff except when a student is susceptible to a predetermined, life-endangering situation. The parent will submit a written statement which grants a staff member the authority to act according to the

specific written orders and supporting directions provided by licensed health professional prescribing within his or her prescriptive authority (e.g., medication administered to counteract a reaction to a bee sting). Such medication will be administered by staff trained by the supervising registered nurse to administer such an injection.

Requests for administering medication shall be valid for not more than the current school year. Remaining medication must be picked up by parent/guardian at the conclusion of the school year or it will be properly disposed of by the designated school staff.

If a health professional and a student's parent request that a student be permitted to carry his/or her own medication and/or be permitted to self-administer the medication, the principal may grant permission after consulting with the school nurse. The process for requesting and providing instructions will be the same as established for oral medications. The principal and 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.

Special Considerations for Diabetic Students

Diabetic students require immediate access to their personal supplies and equipment including snacks, juices, water, glucometer, auto-injector, etc. Supplies entrusted to the District must be kept secure so that they are available to the diabetic student when needed AND are inaccessible to others. Some students carry their supplies on their person. These procedures apply to students for whom we keep supplies.

Each diabetic student for whom the District stores supplies should have supplies in a container that is clearly marked with the student's name. The supplies must be stored under the direct supervision of school staff in a locked cabinet or drawer, the key to which is in a supervised location to which the diabetic student has free access during the school day. A staff member designated by the school principal will monitor storage of and access to diabetic supplies and equipment, including an approved sharps container for used needles. Full sharps containers will be promptly packaged, labeled, and sent to maintenance for disposal.

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