

# SAMPLE ADMINISTRATIVE REGULATION

## Administration of Medicine to Students

It is the policy of the \_\_\_\_\_ School District (District) to cooperate with the student's parent/guardian and his or her physician by assisting in the administration of medication as requested during the school day. Such assistance will be rendered provided the District receives the following:

1. A written statement from such physician detailing the method, amount, and time schedules by which such medication is to be taken.
2. A written statement from the parent/guardian of the student indicating the desire that the school district assist the student in the matters set forth in the physician's statement.

Medications will not be administered unless the above information is received.

“Medication” includes both prescription and over-the-counter substances.

### **Parent Responsibilities**

1. Parents/guardians are responsible for providing the District with a signed physician's statement and a parent's/guardian's request for medication to be administered during school hours.
2. The physician's statement must include:
  - a. Name of the student for whom the request is made.
  - b. Name of medication to be administered.
  - c. Dosage required and route of administration.
  - d. Time schedule for administration.
  - e. Statement indicating that the medication is medically required to be administered during school hours.
3. Parents/guardians must deliver the medication in its originally received container with all labeling intact.
4. Prescribed and over-the-counter medications that are not in their original container with an intact label that identifies the medication will not be accepted or administered. The prescribed medication label must also include the name of the person for whom prescribed, the name of the prescribing physician, and the physician's instructions.

5. Medications shall not be sent to the school site on the school bus unless the District provides written authorization.
6. Medications should not be brought to the school site by the student unless the District provides written authorization.
7. The parent/guardian of the student on a continuing medication regime from a non-episodic condition shall inform the school nurse or other designated certificated employee, of the medication being taken, the current dosage, and the name of the supervising physician. The Superintendent shall inform the parent/guardian of every student of the above requirements.

## **District Responsibilities**

1. In the absence of the school nurse, only employees specifically designated and trained may administer medications. The training shall cover the following:
  - a. Legal requirements.
  - b. Method of administration.
  - c. Contraindications of medicines frequently ordered and any special medications ordered.
  - d. Possible signs and symptoms of adverse side effects, omission, or overdose.
  - e. Proper handling and storage.
  - f. Record keeping requirements.
  - g. Emergency procedures.
2. Employees designated to administer medication shall be trained and certified in current first aid and CPR techniques.
3. The District shall ensure that the physician's written statement and the parent's/guardian's request is on file before administering any medication.
4. Medications will not be accepted nor administered which are not in their original container with an intact label that identifies the medication, the name of the person for whom prescribed, the name of the prescribing physician, and the physician's instructions. Over-the-counter medications must also be in their original container accompanied by physician's instruction for administration.
5. All medication shall be counted and recorded upon receipt. If possible, the volume of a liquid should also be recorded (estimations are acceptable).
6. Refusal by the student to take his or her medication, or omission for any other reason, shall be immediately reported to the parent/guardian.
7. The school nurse shall periodically review cases in cooperation with the physician, parent/guardian, and teacher, particularly those cases involving behavior-modifying drugs, to determine the continued need for the administration of medication at school.

8. The school nurse shall also:
  - a. Review the medication log periodically (monthly if possible).
  - b. Counsel with school personnel regarding the possible effects of the medication on the pupil's intellectual and social behavior as well as possible behavioral signs and symptoms of adverse side effects, omission or overdose.
  - c. Counsel with staff as other drugs not previously ordered are prescribed.
  - d. Counsel with pupil regarding the principles of self-care and encourage understanding of his medications so he will know to report unusual symptoms.
  - e. Provide continuing in-service to school personnel designated to administer medication.
  - f. Counsel with parents and physician should irregularities occur.
9. The District shall ensure that the student's medical condition and medication information shall be kept confidential.

## **Procedures**

1. Requests for administration of medications by school personnel may address both short-term or long-term (continuing) medications. Both situations require the completion of the *Authorization For Any Medication Taken During School Hours* form.
2. Should a student not arrive at the appointed location to receive the medication, every effort will be made to locate the student so the medication can be administered.
3. The physician's statement and medication label shall be checked to ensure they agree. Medications will not be administered if there is a discrepancy and the parent/guardian will be notified as soon as possible.
4. Parents/guardians will be notified when the medication bottle is empty. This may be accomplished by sending the empty bottle home accompanied with a note.

## **Record Keeping**

1. All medication accepted for administration will be documented on a log specific to the student. The log shall include the name of the student for whom prescribed, the name of the medicine, strength and quantity of medication, the date the prescription was filled, the prescription number, and issuing pharmacy.
2. A record shall be kept indicating each time the medicine is administered. This must be documented daily and initialed by the person administering the medication.

## **Storage of Medicines**

1. All medications accepted by the District for administration to students shall be stored in a locked cabinet or cupboard that is not accessible to persons other than employees responsible for health supervision.
2. All medications shall be centrally stored in an area that is totally inaccessible to children.

## **Self-Medication**

1. Special circumstances may occur when a student is directed by his or her physician to carry medication on his or her person. (For example, persons for whom this might be ordered are those with asthma or anaphylaxis.)
  - a. This will be allowed only upon receipt of the physician's statement that the medical condition for which the medication is ordered requires immediate administration of that medication and the completion of the parent request form.
  - b. Student must have sufficient maturity and be able to demonstrate knowledge of correct dosage and usage.
  - c. School should outline to the student the parameters of his or her responsibility (always having inhaler available when needed but not using more frequently than ordered, not sharing with other students, etc.).
  - d. Failure to follow school's directions and endangering himself/herself or others will result in this privilege being revoked (medication will be stored in a central location). Parent/Guardian will be notified as soon as possible.
  - e. The student is responsible to report to the office the frequency of use so that it can be monitored and documented as are all other medications administered during the school day.

## **Exceptions**

Any exceptions to this policy shall be addressed on an individual basis and shall be structured into an individualized health and support plan (for Section 504 students) or the individualized education program (for special education students).