

January 2001

TO: District Superintendents and School Nurses
SISC II Member Districts

FROM: Catherine Wilson Jones, CSP
Director, Safety and Loss Control

SUBJECT: Administration of Medicine to Students

It is often necessary for students to receive medication during school hours for both acute and chronic illnesses. The California Education Code allows the school nurse or other assigned staff to administer medications provided certain conditions are met. Therefore, it is important for school districts to have formal policies in place that outline the protocols for administering such medicines.

The attached model policy and administrative regulation has been developed by the SISC Safety and Loss Control department in order to assist member districts with medicine administration. The administrative regulation includes protocols that satisfy regulatory requirements as well as mitigate district liability. Several of the protocols included in the administrative regulation are the result of recommendations that were generated due to adverse incidents associated with medicines in SISC member districts. The attached recordkeeping forms are also important to help document proper administration and authorization.

Although it is understood that districts currently have differing programs and forms, the enclosed information is offered as a means of providing consistency within the SISC II pool. Standardization of such procedures helps provide greater protection for all member districts.

If you have any questions, please do not hesitate to contact me at (661) 636-4608.

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Enc.