

ADMINISTERING MEDICATIONS TO STUDENTS

The administration of medication during school hours is discouraged. Medication should be given at times other than school hours. (Example: medication given three times a day may be given before school, after school, and at bedtime.) Recognizing that this is not always possible, guidelines have been established for administration of prescribed medication during the school day. School employees do not make medical diagnosis or prescribe any medication. A non-medically trained person will give medication. It is our intent to ensure that students have the opportunity to attend class while requiring medication not in violation of our substance abuse policy.

Medication Form (Required)

Any student under medical care and using prescribed medication during school hours is required to present to the school principal or principal's designee a doctor's/nurse practitioner's instructions stating the name of medication prescribed for the student, the time to be administered, the dosage of medication, and the total duration of treatment, as well as doctor's/nurse practitioner's signature. Administration of medication at school also requires the written signature of the parent/guardian. (Form BSBO #044) Medication cannot be given without this form.

Procedures

EXCEPTIONS TO THE FOLLOWING GUIDELINES MAY BE NECESSARY DEPENDING UPON INDIVIDUAL CIRCUMSTANCES. EXCEPTIONS MAY BE AUTHORIZED ONLY BY THE SCHOOL PRINCIPAL OR DIVISION SUPERINTENDENT.

- 1) The school nurse, principal, or principal's designee shall administer all student medications. All staff having the responsibility for administering medications shall participate annually in appropriate staff development provided by medically trained personnel.
- 2) For the safety and protection of children, the medication must be brought to school by a parent /guardian or an adult, with the parent/guardian's written authority to act, in the original container which is appropriately labeled by the pharmacy or physician/nurse practitioner. Medication may not be transported on a school bus by any student due to the potential danger of improper use and handling.
- 3) All prescribed medication shall be secured in a locked storage area in its original container or in an appropriately labeled pharmacy container. Possession of medication by a student is a violation of the Substance Abuse Policy.
- 4) No medication may be dispensed from a bottle or container, which is improperly labeled.
- 5) If there is any discrepancy between the label on the bottle/container and the parent's instructions, the medication may not be administered to the student.
- 6) A School Medication record shall be maintained in each school to record medication given to a student, the date, the dosage, and by whom administered. (BSBO #044a)
- 7) Medication shall be consumed in the presence of the adult administering the medication.
- 8) Medication may be taken on field trips. The teacher sponsoring the field trip shall be responsible for making appropriate arrangements for transporting and administering such medications. The teacher shall also be responsible for signing the School Medication Record (BSBO #044a).

9) Staff having responsibility for administering medications shall have no other responsibilities during the time that medications are being administered.

10) The school will contact the parent at the close of the school year and request the parent to pick up unused medication.

11) If medications are not picked up within ten (10) days of schools year-end closing, they will be disposed of by the school nurse.

CHRONIC MEDICATIONS (LONG-TERM MEDICATIONS PRESCRIBED BY PHYSICIAN)

These are medications which must be available for administration, to the student, during the school year (i.e. medication for ADD/ADHD, allergies, asthma, seizures, diabetic medication, etc.).

- 1) Injection and inhalant medications MUST have a doctor's/nurse practitioner's written order and parent's written permission for student to carry medication on person for immediate administration. Any misuse of these medications is cause for disciplinary measures and/or mandatory storing of medication in office.
- 2) Chronic medication forms must be updated at the beginning of each school year.

ACUTE MEDICATIONS (SHORT-TERM MEDICATIONS PRESCRIBED BY A PHYSICIAN/NURSE PRACTITIONER)

These are medications which must be available during school hours (i.e. antibiotics, antihistamines, prescription eye drops, etc.).

- 1) A request must be made by the physician/nurse practitioner, on BSBO Form #044 that the medication is necessary during school hours.
- 2) Only the number of doses to be given during school hours is to be sent to school. When the student is administered medication both at school and at home, the parent is encouraged to request the pharmacist to divide the medication into two containers (one for home – one for school).

OVER-THE-COUNTER MEDICATIONS (SHORT-TERM MEDICATIONS)

These are medications purchased at a drug or grocery store and are available for administration to the student (i.e. cold syrups, cold remedies, pain relievers, etc.).

1) All over-the-counter medication MUST be brought to the office with a note from parents and/or a physician/nurse practitioner stating: Student's name, name of drug, time to be administered, dosage, signed and dated by parent. High school students may carry a single day's supply provided student has a copy of the parental consent from the office. All over-the-counter medications must be in the original container.

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