

**Regulation**

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ADMINISTRATION OF MEDICATION

Permission for Administration of Medication in School

- A. Permission for the administration of medication in school or at school-related events will be given only when the pupil's attendance depends upon the timely administration of medication in school or at school-related events.
- B. Medication will not be administered to a pupil who is physically unfit to attend school or has a contagious disease. Any such pupil should not be permitted to attend school and may be excluded in accordance with board policy 5141.2 Illness.
- C. Parents or guardians requests for the administration of medication in school must be made in writing and signed by the parents or guardian.
- D. The parents or guardians must submit a certified statement written and signed by the pupil's physician. The statement must include:
  - 1. The pupil's name;
  - 2. The name of the medication;
  - 3. The purpose of its administration to the pupil for whom the medication is intended;
  - 4. The proper timing and dosage of medication;
  - 5. Any possible side effects of the medication;
  - 6. The time when the medication will be discontinued;
  - 7. A statement that the pupil is physically fit to attend school and is free of contagious disease; and
  - 8. A statement that the pupil would not be able to attend school if the medication is not administered during school hours.
- E. Only the certified school nurse shall administer the authorized medication in school or at school-related events.

Permission for Self-Administration of Medication

Permission for self-administration of medication of a pupil with asthma or another potentially life threatening illness may be granted under the following conditions:

- A. Parents or guardians of the pupil must provide a written authorization for the self-administration of medication. The request must be a signed written statement by the pupil's parents or guardians.
- B. The parents or guardians of the pupil must provide the district with a signed written certification from the physician of the pupil that the pupil has asthma or another potentially life threatening illness and is capable of, and has been instructed in, the proper method of self-administration of medication. The statement must include:
  - 1. The pupil's name;
  - 2. The name of the medication;
  - 3. The purpose of its administration to the pupil for whom the medication is intended;
  - 4. The proper timing and dosage of medication;
  - 5. Any possible side effects of the medication;
  - 6. A statement that the pupil is physically fit to attend school and is free of contagious disease;
  - 7. A statement that the pupil would not be able to attend school if the medication is not administered during school hours; and
  - 8. The student has been instructed on how to use medication and demonstrated it successfully.

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- C. The parents/guardians of the pupil shall be notified in writing that the school district, the board, and its employees or agents shall incur no liability as a result of any injury arising from the self-administration of medication by the pupil.
- D. The parents or guardians of the pupil shall sign a statement acknowledging that the school district shall incur no liability as a result of any injury arising from the self-administration of medication by the pupil and that the parents or guardians shall indemnify and hold harmless the school district, the board, and its employees or agents from any and all claims arising out of the self-administration of medication.
- E. Permission to self-administer one medication shall not be construed as permission to self-administer other medication.
- F. Permission shall be effective on the school year for which it is granted only. The conditions cited in subsection 1 to 6 above must be fulfilled in order for the permission to be renewed.

Custodianship of Medication

- A. Medications to be administered by the certified school nurse or a registered nurse:
  - 1. All medications must be delivered to the school by the parent or guardian.
  - 2. All medications must be in the original container, with the prescription information affixed.
  - 3. The certified school nurse shall be custodian of pupils' medication, which will be secured under lock and key under appropriate conditions.
  - 4. Any unused medication must be picked up by the pupil's parent or guardian.
  - 5. After reasonable efforts to have the parents retrieve the medication have failed, any unused medication that remains in the school at the end of the school year or two weeks after the pupil stops taking the medication, whichever first occurs, must be destroyed or discarded by the certified school nurse, in accordance with proper medical controls.
- B. Medications to be self-administered by a pupil:
  - 1. Time being of the essence in cases of asthma and other potentially life threatening illness, all medications to be self-administered by a pupil must be kept in the pupil's possession.
  - 2. No pupil may possess medication for self-administration unless the proper permission has been granted and a record of the medication is on file in the office of the certified school nurse.
  - 3. Pupil's who are permitted to self-administer medications must secure their medication in such a manner that the medication will not be available to other pupils.
  - 4. When medication must be routinely administered to a pupil at a time when the certified school nurse cannot be present in the school building and the parent cannot be present, the medication may be administered directly by the affected pupil, provided that the principal, the pupil's parent, the pupil's physician, and the school medical inspector all agree in writing that:
    - a. The pupil is sufficiently mature and responsible to self-administer the medication;
    - b. The risk of improper administration is minimal; and
    - c. When practical, the self-administration is observed and supervised by a teaching staff member trained by the certified school nurse in the proper administration of the medication.

Administration of Medication

No medication shall be administered to or taken by a pupil in school or at a school-sponsored event except as permitted by board policy and this regulation.

- A. Medication may be administered only by the certified school nurse, a registered nurse, the pupil's parent or guardian, or in the case of pupils with asthma or other potentially life threatening illness by the pupil when proper permission has been granted.

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- B. When practicable, self-administration of medication should be observed by the certified school nurse or another school official.
- C. Pupils self-administering medication shall report each administration of medication and any side effects to a teacher, coach, or the individual in charge of the pupil during school activities. Such individual shall report all administrations and any side effects reported or observed to the certified school nurse within 24 hours.
- D. When a pupil attends a school-sponsored event at which medication may be required (such as an outdoor field trip or athletic competition) and a certified school nurse or substitute certified school nurse cannot be in attendance, the pupil's parent or guardian will be invited to attend or a sub nurse will go on the trip. If neither a certified school nurse, substitute nurse, nor the parent or guardian can attend and the pupil does not have permission to self administer medication and the risk that the pupil may suffer significant injury from lack of medication is substantial, the pupil may be excused from the event.

Emergencies

Any medical emergency requiring medication of pupils will be handled in accordance with policy and implementing regulations on first aid and, as appropriate, the school medical inspector's standing orders for certified school nurses.

Records

The certified school nurse shall include the following in a pupil's health record:

- A. The approved written request for the administration or self administration of medication.
- B. A record of each instance of the administration of the medication by the certified school nurse or a registered nurse.
- C. A record of reports by teachers, coaches, and other individuals in charge of school activities who report student self administration of medication.
- D. Any side effects that resulted from the administration of medication; and
- E. Whether the supply of medication provided in cases where the medication is to be administered by the certified school nurse or a registered nurse was exhausted or the parent or guardian removed the medication or, if the parent failed to remove the medication, the medication was destroyed and the date on which that occurred.

Notification

- A. The certified school nurse may provide the principal and other teaching staff members concerned with the pupil's educational progress with information about the medication and administration when such release of information is in the pupil's best educational interest.
- B. The certified school nurse will provide teachers, coaches, and other individuals in charge of school activities with a list of pupils who have been given permission to self administer medication.
- C. The certified school nurse will inform the pupil's parent or guardian of any difficulty in the administration of medication or any untoward side effects.
- D. The certified school nurse will report to the pupil's private physician any pupil who appears to be adversely affected by the medication.

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