

Billings School District

STUDENTS

Administering Medicines to Students

Procedures for Self-Administration and Administration of Medications

1. For all students, the initial dose must be administered at home to avoid adverse reactions from occurring at school.
2. School personnel reserve the right to review and deny requests for medication being taken during school hours.
3. All medication (except those approved for keeping by students) must be stored in designated area that is to remain locked when not in use.

Self-Administered Medications: Elementary Students

1. School personnel may not accept or supervise the taking of medication unless it is accompanied by a "Consent for Student Self-Administration of Medication" form, signed by the parent/legal guardian.
2. Students taking medication (over the counter or prescribed by physician) must present the medication in its original container to the principal or designee.
3. The student will self-administer the medication with supervision. *Some assistance may be given to the student with verbal suggestions, prompting, reminding, gesturing, opening the lid, guiding the hand, removing the medication from the container, and holding fluids to assist in swallowing of oral medications.*
4. Students must take all medication in the presence of designated school personnel. (Exception: with consent form and original container, student may carry inhaler or epipen with them).
5. School staff is responsible for informing the nurse in writing of any parent requesting a child to take medication at school.

Self-Administered Medications: Middle School Students

1. Middle school students will follow elementary procedures when taking prescription medication.
2. Middle school students may keep in their possession a small quantity of nonprescription medication in original container and self-administer in accordance with parent instruction.

Self-Administered Medications: High School Students

1. High school students are responsible for taking their own medication. High school students are allowed to carry only a small amount of necessary medication in properly labeled containers.

Procedures for Students with Special Needs

Special considerations must be given to any student who is unable to take medication on their own.

Since each child's needs vary greatly, an appropriate procedure for the dispensing of medication at school will be developed.

The nurse will be responsible for administering medication or delegating the administration of medications.

Some special needs students may be able to assume responsibility for taking their own medications with supervision by following the procedures outlined in Self-Administration of Medication for Elementary Students.

Some special needs students may require the nurse to administer medications.

1. The school must be provided with signed written permission from the parent/guardian of the student requesting the nurse assist the student in taking the medication prescribed by the physician.
2. The medication must be in the original container, labeled accordingly (child's name, name of medication, dosage, route, time of day to be taken, duration of time to be taken, and physician name).
3. A signed physician order is required for all medication to be administered. This order must be current (renewed at the beginning of the school year and for any change in medication orders).
4. All medication must be stored in designated area that is to remain locked when not in use.
5. The nurse will complete the medication recording form to be retained as part of the health file.
6. The nurse will make certain of the child's identity before administering medication.

Implementing Policy 3416 Administering Medicine to Students

Cross References: Policy 6430 Development of Administrative Procedures
 Procedure 3416-P2 Documentation for Parent Designated Volunteer to Administer Glucagon

Legal References:

Procedure History:

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Revised on: