

Administering Medicines to Students

The District is charged, by law, with providing a safe and healthy environment for the students, patrons, and staff of the District. In order to accomplish that goal with respect to prescription medications, that is controlled substances that are authorized for use, as well as non-prescription medications, and to prevent the abuse or misuse thereof, the District adopts the following policy.

- A. In the event the administration of any medicine is necessary, including prescribed medication, during school time, there must be a written request signed by the parent (and the physician regarding prescription medications) requesting and authorizing the administration of that medication, medicine, or controlled substance. Further, it is necessary the attending physician or physician's assistant, authorize the dispensing of the prescribed medicine, medication, or controlled substance, which authorization may be either a signed formal authorization or the authorization set forth on the face of the prescription medication. The District shall provide a form "Parental Permission Slip" to be completed and signed by a parent and physician.
- B. All prescription and non-prescription medicine, medication, or controlled substances for use by students, as authorized by law, shall be deposited with the Building Administration (principal's office) in the original container bearing the student's name together with the instructions regarding the use of the medication. The building principal's office shall maintain a medication record regarding the administration of the medication in the form as set forth on a form provided by the District. All such medicines or controlled substances shall be maintained in a locked cabinet and supervised by the building principal with consultation by the school nurse. A metered dose inhaler or dry powder inhaler to alleviate asthmatic symptoms; use of epinephrine auto-injectors for severe allergic reactions; prescribed by a physician and having an individual label may be carried and self-administered by a student if so prescribed by a physician.
- C. Exceptions: Exceptions to this Policy shall be granted only upon written request of the attending physician or physician's assistant indicating the medical necessity for the student to maintain possession of the medicine, medication, or controlled substance, and self administer the same. The maturity level of the child for self medication without supervision of the Administrative Office of the particular school building, shall be considered in conjunction with the age of the child affected, and a determination made by the Building Principal as to whether or not the possession of the medicine, medication, or controlled substance by the

affected student will be authorized as requested by the prescribing physician, subject to appropriate monitoring by the Building Administration.

### Disposal of Medication

School personnel must either return to the parent or destroy (with permission of the parent or guardian) any unused, discontinued or obsolete medication. Medicine which is not repossessed by the parent or guardian within a seven (7) day period of notification by school authorities will be destroyed by the school nurse in the presence of a witness.

### Policy History:

Adopted on: August 13, 2007

Revised on: August 11, 2008

Prior district policy Article VI, section FF.