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## **516 STUDENT MEDICATION**

### **I. PURPOSE**

The purpose of this policy is to set forth the provisions that must be followed when administering non-emergency medication to students at school.

### **II. GENERAL STATEMENT OF POLICY**

The school district acknowledges that some students may require drugs or medication during the school day. The school district's licensed school nurse, trained health assistant, principal, or teacher will administer medications in accordance with law and school district procedures.

### **III. REQUIREMENTS**

- A. The administration of prescription medication or drugs at school requires a completed signed request from the student's physician and parent/guardian. Nonprescription medication will be administered to students only with parent/guardian written authorization provided on a medication consent form.
- B. A new medication consent form must be completed annually (once per school year) and/or when a change in the prescription or requirements for administration occurs.
- C. Prescription and non-prescription medication must come to school in the original container labeled for the student by a pharmacist in accordance with law, and must be administered in a manner consistent with the instructions on the label.
- D. The school nurse may request to receive further information about the prescription, if needed, prior to administration of the substance.
- E. Prescription medications are not to be carried by the student, but will be left with the appropriate school district personnel. Exceptions to this requirement are: prescription asthma medications self-administered with an inhaler (See Part J.5. below), and medications administered as noted in a written agreement between the school district and the parent or as specified in an IEP (individualized education program), Section 504 plan, or IHP (individual health plan).
- F. The school must be notified immediately by the parent/guardian or student 18 years old or older in writing of any change in the student's prescription medication administration. A new medication authorization and container label

with new pharmacy instructions shall be required immediately as well.

- G. For drugs or medicine used by children with a disability, administration may be as provided in the IEP, Section 504 plan or IHP.
- H. The school nurse, or other designated person, shall be responsible for the filing of the medication consent form in the health records section of the student file. The school nurse, or other designated person, shall be responsible for providing a copy of such form to the principal and to other personnel designated to administer the medication.
- I. Procedures for administration of drugs and medication at school and school activities shall be developed in consultation with a school nurse. The school district administration shall submit these procedures and any additional guidelines and procedures necessary to implement this policy to the school board for approval. Upon approval by the school board, such guidelines and procedures shall be an addendum to this policy.
- J. Specific Exceptions:
  - 1. Special health treatments and health functions such as catheterization, tracheostomy suctioning, and gastrostomy feedings do not constitute administration of drugs and medication;
  - 2. Emergency health procedures, including emergency administration of drugs and medication are not subject to this policy;
  - 3. Drugs or medication provided or administered by a public health agency to prevent or control an illness or a disease outbreak are not governed by this policy;
  - 4. Drugs or medication used at school in connection with services for which a minor may give effective consent are not governed by this policy;
  - 5. Drugs or medication that are prescription asthma or reactive airway disease medications can be self-administered by a student with an asthma inhaler if:
    - a. the school district has received a written authorization from the pupil's parent/guardian permitting the student to self-administer the medication;
    - b. the inhaler is properly labeled for that student; and
    - c. the parent/guardian has not requested school personnel to administer the medication to the student.

The parent/guardian must submit written authorization for the student to self-administer the medication each school year.

If the School District employs a school nurse or provides school nursing services under another arrangement, the school nurse or other appropriate party must assess the student's knowledge and skills to safely possess and use an asthma inhaler in a school setting and enter into the student's school health record a plan to implement safe possession and use of asthma inhalers;

6. Medications:
  - a. that are used off school grounds;
  - b. that are used in connection with athletics or extracurricular activities; or
  - c. that are used in connection with activities that occur before or after the regular school day

are not governed by this policy.

7. Nonprescription Medication. A secondary student may possess and use nonprescription pain relief in a manner consistent with the labeling, if the school district has received written authorization from the student's parent or guardian permitting the student to self-administer the medication. The parent or guardian must submit written authorization for the student to self-administer the medication each school year. The school district may revoke a student's privilege to possess and use nonprescription pain relievers if the school district determines that the student is abusing the privilege. This provision does not apply to the possession or use of any drug or product containing ephedrine or pseudoephedrine as its sole active ingredient or as one of its active ingredients. Except as stated in this paragraph, only prescription medications are governed by this policy.
8. At the start of each school year or at the time a student enrolls in school, whichever is first, a student's parent/guardian, school staff, including those responsible for student health care, and the prescribing medical professional must develop and implement an individualized written health plan for a student who is prescribed epinephrine auto-injectors that enables the student to:
  - a. possess epinephrine auto-injectors; or
  - b. if the parent/guardian and prescribing medical professional determine the student is unable to possess the epinephrine, have immediate access to epinephrine auto-injectors in close proximity to the student at all times during the instructional day.

The plan must designate the school staff responsible for implementing the student's health plan, including recognizing anaphylaxis and administering epinephrine auto-injectors when required, consistent with state law. This health plan may be included in a student's § 504 plan.

- K. “Parent” for students 18 years old or older is the student.
- L. Districts and schools may obtain and possess epinephrine auto-injectors to be maintained and administered by school personnel to a student or other individual if, in good faith, it is determined that person is experiencing anaphylaxis regardless of whether the student or other individual has a prescription for an epinephrine auto-injector. The administration of an epinephrine auto-injector in accordance with this section is not the practice of medicine.

A district or school may enter into arrangements with manufacturers of epinephrine auto-injectors to obtain epinephrine auto-injectors at fair-market, free, or reduced prices. A third party, other than a manufacturer or supplier, may pay for a school’s supply of epinephrine auto-injectors.

**Legal References:** Minn. Stat. § 13.32 (Student Health Data)  
Minn. Stat. § 121A.21 (Hiring of Health Personnel)  
Minn. Stat. § 121A.22 (Administration of Drugs and Medicine)  
Minn. Stat. § 121A.221 (Possession and Use of Asthma Inhalers by Asthmatic Students)  
Minn. Stat. § 121A.222 (Possession and Use of Nonprescription Pain Relievers by Secondary Students)  
Minn. Stat. § 121A.2205 (Possession and Use of Epinephrine Auto-Injectors; Model Policy)  
Minn. Stat. § 121A.2207 (Life-Threatening Allergies in Schools; Stock Supply of Epinephrine Auto-Injectors)  
Minn. Stat. § 151.212 (Label of Prescription Drug Containers)  
20 U.S.C. § 1400 *et seq.* (Individuals with Disabilities Education Improvement Act of 2004)  
29 U.S.C. § 794 *et seq.* (Rehabilitation Act of 1973, § 504)

**Cross References:** District 77 Policy 418 (Drug-Free Workplace/Drug-Free School)

# MANKATO AREA PUBLIC AND NONPUBLIC SCHOOLS

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School Health Service

## MEDICATION GUIDELINES

The administration of medication to students shall be done only in exceptional circumstances wherein the student's health may be jeopardized without it. Whenever possible administration of medicine should be done at home. (Medicine prescribed 3 times per day can be given before school, after school and bedtime.) **If a new medication is started, the first dose should be given at home.**

1. Administration of prescription medication by school personnel must only be done according to the written order of a physician and written authorization of parent/guardian. Non-prescription medication will be administered to students only with parent/guardian written authorization.
  - a. Medication will be taken by the student at the designated time supervised by a school nurse or his/her designee, teacher or principal.
  - b. Mixed dosages in a single container will not be accepted for administration at school.
2. A new medication consent form is required when the medication dosage or time of administration is changed. New consent forms with appropriate signatures must be received each school year.
3. **When a long term daily medication is stopped, a physician's order is requested.**
4. **All medication (prescription and non-prescription) should be brought to school by a parent/guardian in its original container.** The following information must be on the prescribed container label:
  - a. Student's full name
  - b. Name and dosage of medication
  - c. Time and directions for administration must match the authorization form (e.g. 3 times per day is not acceptable)
  - d. Physician's name
  - e. Date (must be current)
5. Medications are not to be carried by the student and will be kept in a locked cabinet or in the school health office. **Controlled substances must never be carried by a student.**
6. Students with severe allergies who may need their EpiPen during the school day will be allowed to carry and be responsible for administration of their EpiPen only with written consent of their physician and parent/guardian.
7. Students with asthma who need to use their inhaler during the school day will be allowed to carry and be responsible for administration of their own inhaler only with written consent of their parent/guardian.
8. Secondary students (grades 7 – 12) may carry and use nonprescription pain relief medication with written consent of their parent/guardian. This pain reliever cannot contain ephedrine or pseudoephedrine as its sole active ingredient or as one of its active ingredients.
9. Special arrangements must be made with the school nurse concerning administration of medication to students with disabilities through gastrostomy tubes, rectal, injectable or oral routes.

CONSENT FORM FOR ADMINISTRATION OF MEDICATION DURING THE SCHOOL DAY

\*\*\*TO BE RENEWED EACH SCHOOL YEAR\*\*\*

\*\*\*Before any medication is administered by school personnel this form must be completed and on file with the school health office.\*\*\*

Pupil's Name \_\_\_\_\_ Birth date \_\_\_\_\_

Home address \_\_\_\_\_ School \_\_\_\_\_

Grade \_\_\_\_\_ School Year \_\_\_\_\_

**PHYSICIAN'S ORDER**

I have prescribed the following medication for this child and request the dosages given during school hours be administered by school personnel.

Medication: \_\_\_\_\_

Dosage and Time \_\_\_\_\_

Instructions for giving medication \_\_\_\_\_

Possible side effects \_\_\_\_\_

Diagnosis/Medical reason for medication \_\_\_\_\_

Inhalers & EpiPens: has child received instruction and permission for self-administration?  Yes  No

PHYSICIAN'S SIGNATURE: \_\_\_\_\_ Date \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

Office Address: \_\_\_\_\_ Phone \_\_\_\_\_

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**PARENT/GUARDIAN AUTHORIZATION**

**FOR PRESCRIPTION MEDICATION:**

1. I request that the above medication be given to my child during school hours (no after school activities) as ordered by this student's physician.
2. I give permission for the school nurse/designee to consult with this child's physician concerning any questions that arise with regard to the listed medication, medical condition, or side effects of this medication.
3. I give permission for the school nurse to communicate with appropriate school personnel about the action and side effects of the medication.
4. I will provide this medication in the original, properly labeled pharmacy bottle.
5. Field trips – I give permission for a teacher/school personnel to administer the medication on a field trip.
6. I release school personnel from any liability in relation to the administration of this medication at school. (Administration of this medication will not necessarily be done by the school nurse.)

PARENT/GUARDIAN \_\_\_\_\_ DATE \_\_\_\_\_

**FOR NON-PRESCRIPTION MEDICATION:**

Medication: \_\_\_\_\_

Purpose for giving medication: \_\_\_\_\_

Amount & Frequency: \_\_\_\_\_ (age) \_\_\_\_\_ (weight)  
(Must follow age and weight appropriate package directions)

1. I request that the above medication be given to my child during school hours (no after school activities).
2. I will provide this medication in the original, properly labeled container.
3. I release school personnel from any liability in relation to the administration of this medication at school. (Administration of this medication will not necessarily be done by the school nurse.)

PARENT/GUARDIAN \_\_\_\_\_ DATE \_\_\_\_\_