

3240	Administering Medications Policy
Approval Date:	April 2015
Category:	Academic Achievement
Governance Accountability:	Board of Directors, Leadership
Audience:	Employees, Students, Families, Board of Directors

The Board recognizes that students may need to take medication during school hours. Pine Lake Preparatory will administer drugs or medication prescribed by a doctor upon the written request of the parents. In order for a student to receive medication at school or on an official Pine Lake Preparatory trip, a student must have a signed medication form on file indicating the names and dosage of all medications.

Any plans to administer medications to students must conform to the following requirements:

1. The health and welfare of the student must be of paramount concern in all decisions regarding the administration of medicine.
2. Students with special needs will be afforded all rights provided by federal and state law. Students with disabilities also will be accorded all rights provided by anti-discrimination laws, including Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act.
3. No student can possess, use or transmit any drug or counterfeit drug prohibited by the Drug Free Campus Policy.
4. The board generally encourages school personnel to administer medicine from a centralized location. However, in all instances, whether from a centralized location or multiple locations, any medicines maintained by the school district for a student must be kept in a locked and secure place. Any medication provided to Pine Lake Preparatory must be inventoried and accounted for at all times.
5. Any school personnel who will be administering medicines will receive appropriate training.
6. Only drugs clearly prescribed or intended for the student may be administered by school personnel. If school personnel have concerns regarding the appropriateness of a drug or dosage for a student, a confirmation should be obtained from the student's doctor or another doctor prior to administering the medicine or allowing a student to self-administer a medicine.
7. Although efforts should be made not to disrupt instructional time, a parent has the right to administer medicines to his or her child at any time while the child is on school property.
8. Written information maintained by the school or school personnel regarding a student's medicinal and health needs is confidential. Parents and students must be accorded all rights provided by the Family Educational Rights and Privacy Act, the Health Insurance Portability Accountability Act, and state confidentiality laws. Any

employee who violates the confidentiality of the records may be subject to disciplinary action.

9. Prior to departure from campus for any off campus excursion, school personnel will reconcile signed medication forms with the submitted medications. School personnel will document all medication dispensed during the excursion. All documentation must be auditable.

Legal Reference: Individuals with Disabilities Education Act, 20 U.S.C. 1400 et seq.; Americans with Disabilities Act, 42 U.S.C. 12101; Family Educational Rights and Privacy Act, 20 U.S.C. 1232g; Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. 794; G.S. 115C-36, -307(c).