

**WYANDOTTE PUBLIC SCHOOLS**  
**PROCEDURES**  
Medication

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**2000.07**

It is the Procedures of the School District of the City of Wyandotte to follow Michigan School Code Law (Section 380.1178a) regarding the administration of medication to students by school personnel. Specifics are as follows:

**Administering Medication to Pupils at School**

The following definition of “medication” is adopted for use in this District: medication, includes prescription, non-prescription and herbal medications, and includes those taken by mouth, by inhaler, injection, applied as drops to eyes or nose, and medications applied to the skin.

- The pupil’s parent/guardian will give the school written permission and request to administer medication(s) to their pupil.
- Written instructions from a physician, which include the name of the pupil, name of the medication, dosage of the medication, route of administration, and time the medication is to be administered to the pupil shall accompany the request and be kept on record by the school.
- Parental or guardian/permission and a physician’s instructions for administration shall be renewed every school year.
- The Building Administrator will designate an individual(s) responsible for administering medications to pupils at that school.
- One adult in the presence of a second adult must administer medications, except where the individual administering the medication is a licensed registered professional nurse (as described in MCL 380.1178), or when an emergency threatens the life or health of the pupil.
- Each building shall have a plan for handling medical emergencies.
- Students with disabilities who have an Individualized Educational Program (IEP) or Section 504 Plan shall be included under the Policy and Procedures that govern the administration of medications. Note: The Policy and Procedures should not violate either the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act.

**Self-Administration/Self-Possession of Medications**

The following definition of “self-administration/self- possession” is adopted for use in this District: Self-administration means that the pupil is able to consume or apply prescription and non-prescription medication in the manner directed by the physician without additional assistance or direction. Self-possession means that the pupil may carry medication on his/her person to allow for immediate and self-determined administration.

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- A pupil whose parent/guardian and physician provide written permission will be able to self-administer and self-possess his/her own medications.
  - A medication that a pupil possesses must be labeled and prepared by a pharmacy or pharmaceutical company and include the dosage and frequency of administration.
  - A pupil's use cannot be denied if the conditions of written permission and physician direction are met. A Building Administrator may discontinue a pupil's right to self-administration and self-possession if there is misuse by the pupil. The denial shall follow a consultation with the parent/guardian.
  - A pupil who is in possession of an inhaler under the above conditions shall have each of his/her teachers notified of this by the Building Administrator.

**School Staff Training**

- All individuals designated to administer medication are encouraged to receive in-service training on all District Policies and Procedures related to this responsibility. A licensed registered professional nurse, physician, or physician's assistant who has knowledge of local school medication Policies and Procedures must train school staff.

**Storage and Access to Medications in School**

- All medication shall be kept in a labeled container as prepared by a pharmacy, physician, or pharmaceutical company with the pupil's name, the name of the medication, dosage, and the frequency of administration.
- Medications shall be stored in a school location that is kept locked.
- Emergency medications may be stored in an area readily accessible to the individual designated to administer them.
- All controlled-substance<sup>1</sup> medications will be counted and recorded upon receipt from parent/guardian. The medication shall be recounted on a regular basis (monthly or bi-weekly) and this count reconciled with the medication administration log/record.

**Record-Keeping Related to Medication in Schools**

- A log of medication administration shall be kept in a school office and filed in a pupil's permanent record at the end of each school year (see sample Medication Administration Daily Log).
- The individual pupil log shall be kept until one year after the pupil's graduation from high school.

Compliance with these Procedures is mandatory. Students who violate these Procedures will be disciplined in accordance with the District's **Student Code of Conduct**. Detailed procedures shall be developed in accordance with these Procedures, Michigan School Code and Michigan Public Health Code.

<sup>1</sup>Controlled-substance is defined as drug regulated by the Federal Controlled Substances Acts, including opiates, depressants, stimulants, and hallucinogens.

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**Procedural Guidelines for Medication**

**Administration of Medication to Pupils in School**

- A Building administrator may set a reasonable designated time for the administration of medications. The parent/guardian shall be informed of this designated time and communicate this to the physician when s/he writes medication administration instructions. The school may request that the physician send a written explanation with the medication administration instructions to the school if an exception to the school's designated time is necessary.
- A Building Administrator shall request that a pharmacy supply the oral medication in the exact dosage prescribed so that the individual administering medications is not responsible for dividing/splitting pills.
- Any adverse reaction to medication, as described on the physician's written instructions, shall be reported to the pupil's parent/guardian immediately.
- Any errors made in the administration of medication shall be reported to the Building Administrator immediately, and a written report completed and entered into the pupil's school record. The Building Administrator is responsible for reporting the medication error to the pupil's parent/guardian immediately.
- When it is necessary for a pupil to have medication administered while on a school-sponsored field trip or off-site activity, the individual designated to administer medication must carry the medication until administered. The medication may be placed in a sealed envelope with a Xeroxed copy of the directions for administering the medication securely attached or carried in its original container. Administration of this medication will be recorded in the Medication Administration Daily Log upon return from the trip/activity.

**Training of School Staff in Administration of Medications**

- In-service training is recommended to be of an appropriate length for the types of medication being dispensed with actual "hands-on" practice in identifying and dispensing medications.
- Individuals, with the exception of a licensed registered professional nurse, who are responsible for administering any medications that must be given by injection, by nebulizer, or administered rectally, vaginally, or into the bladder, must receive one-on-one training by a licensed health professional.
- Documentation that school personnel have completed in-service training shall be maintained by the school and made available, upon request, to a pupil's parent/guardian, physician, licensed registered professional nurse, or by a School District official.

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**Storage and Access to Medications**

- Elementary students: it is recommended that medication be brought to school by the pupil's parent or guardian. Middle or high school students: students may bring the medicine to the school office; however, parents must sign a form giving permission. This form must also indicate the number of pills being sent. Parents will be contacted immediately if there is a discrepancy between the number sent and counted.
- No changes to medication dosage or time of administration will be made except by instruction from a physician.
- Parental or guardian request/permission and a physician's instructions for administration of medication shall be renewed every school year.
- Expiration dates on prescription medication, epi-pens, and inhalers shall be checked at least twice each school year.
- Medication left over at the end of the school year, or after a pupil has left the District, shall be picked up by the parent/guardian. If this is not done, the individual who administers the medication will dispose of the medication and record this disposal on the Medication Administration Daily Log. This procedure shall be witnessed and initialed by a second adult.

**Record-Keeping for Medications**

- The Medication Administration Daily Log shall include the pupil's name and the name and dosage of the medication. The individual giving the medication shall record the date and time of administration of the medication. The Log shall be signed and witnessed by a second adult.
- If an error is made in recording, the individual who administered the medication shall cross out, initial the error, and make the correction in the Log.

**Effective Date: September 6, 2015**