

## **ADMINISTRATION OF MEDICATION AT SCHOOL**

Adopted: January 25, 1988

Revised: November 25, 2019

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### **I. PURPOSE**

The intent of this policy is to assure safe administration of medications in school for those students who require them. The purpose of this policy is to set forth the provisions to be followed when administering nonemergency prescription medication to students at school.

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

- A. The school district acknowledges that some students may require prescribed drugs or medication during the school day. Whenever possible, the parent or guardian should make arrangements so that it is not necessary for school personnel to administer medication to a student. However, there are cases when a student needs medication during school hours.
- B. In such cases, medication will be administered according to the provisions of this policy. The school district's licensed school nurse, trained health clerk, principal, or teacher will administer prescribed medications, except any form of medical cannabis, in accordance with law and school district procedures.
- C. The school may also assist in the identification of health problems affecting a student's education but cannot diagnose illness or prescribe medications.

### **III. DEFINITIONS**

- A. The term "medicine or medication" means any remedial agent that has the property of curing, preventing, treating, or mitigating disease or illness. This applies to both prescription and over-the-counter medications. Parents/Guardians have the primary responsibility for the maintenance of their child's health.

### **IV. MEDICATION ADMINISTRATION**

- A. Prescription medications will be administered only under the following conditions:
  - 1. The administration of prescription medication or drugs at school requires a completed signed request from the student's parent. Written parent/guardian permission authorizing school personnel to administer any medications must be on file.
  - 2. A written prescription from the student's doctor must be on record for prescription medications.

3. 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.
    - a. The original labeled container of the medication must be provided.
    - b. Prescription bottles must be properly labeled with the correct student name, correct date, name of the medication and dosage, name of the prescribing physician and complete instructions.
    - c. Medications brought to school in an envelope, plastic bag, or other container will not be given to the student.
    - d. Parents/guardians will be contacted if permission and labeling is inadequate.
  4. Dietary supplements and non-FDA approved alternative medications will not be dispensed at school.
  5. The school nurse may request to receive further information about the prescription, if needed, prior to administration of the substance.
- B. Over-the-counter medications will be administered only under the following conditions:
1. Written parent/guardian permission authorizing school personnel to administer any medications must be on file.
  2. The original labeled container of the over-the-counter medications must be provided.
- C. Health Services staff is not responsible for breaking tablets in half. When there is a physician order to give one-half of a tablet, please consult with your pharmacist.
- D. Medications are to be brought to school (or picked up at school) by a parent/guardian.
- E. Medications or required treatments must be administered by the Licensed School Nurse or a delegated, trained staff member.
- F. The school district, through the school nurse, reserves the right to reject medication administration requests. Some medications may impact the ability to safely accommodate the administration request. When a request cannot be accommodated, parents/guardians may choose to come to school to administer the medication to their child or may contact their physician to make alternate arrangements.
- G. Students are encouraged to assume responsibility for requesting and taking medication at the appropriate time. Efforts will be made by the school district to administer the medication as prescribed.
- H. Any medical supplies or equipment for treatments (nebulizers, tube feedings, diabetic supplies, etc.) must be provided by the parent/family.

- I. For drugs or medicine used by children with a disability, administration may be as provided in the IEP, Section 504 plan or IHP.
- J. Medications that are used off school grounds; that are used in connection with athletics or extracurricular activities; or that are used in connection with activities that occur before or after the regular school day are not governed by this policy.

**V. MEDICATION STORAGE**

- A. Students will not be allowed to carry their own prescription medications. If students need to have prescription medications at the school site, all prescription medications must be stored and retrieved in or through the appropriate health office. At no time should students bring unidentified or unauthorized medications to be administered by school personnel.
- B. Medication to be administered at school is to be kept in the health services office, except for senior high school students who may carry an asthma inhaler or an epi pen. Other special requests may be discussed with the licensed school nurse.

**VI. SELF-ADMINISTRATION OF NON-PRESCRIPTION MEDICATION**

- A. At the request of a parent/guardian, students in grades 9-12 are allowed to carry their nonprescription medication with them or keep it in their lockers.
- B. Allowing students to self-administer medication and carry it with them requires a "Request for Non-Prescription Medication Administration" form to be completed and signed by a parent/guardian. This form must be returned to the ROCORI High School Health Office before students are allowed to carry their own medication with them at school.
- C. Students below 9th grade are not permitted to carry medications with them as all medications are to be kept/administered in the Health Office for students in kindergarten through 8th grade.
- D. A student may possess and apply a topical sunscreen product during the school day while on school property or at a school-sponsored event without a prescription, physician's note, or other documentation from a licensed health care professional. School personnel are not required to provide sunscreen or assist students in applying sunscreen.