

Twin Valley School District

No. 210

SECTION(S): Pupils
TITLE: Use of Medications
ADOPTED: July 18, 2005
REVISED: January 19, 2015

1		No. 210 Use of Medications	1
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3	1. Purpose	The Board shall not be responsible for the diagnosis and treatment of student	3
4		illness. The administration of prescribed medication to a student during	4
5		school hours in accordance with the direction of a parent/guardian and	5
6		family physician will be permitted only when failure to take such medicine	6
7		would jeopardize the health of the student or the student would not be able to	7
8		attend school if the medicine were not available during school hours.	8
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10	2. Definitions	For purposes of this policy, medication shall include all medicines prescribed	10
11		by a licensed prescriber and any over-the-counter medicines.	11
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13		For purposes of this policy, licensed prescriber shall include licensed	13
14		physicians (M.D. and D. O.), podiatrists, dentists, optometrists, certified	14
15		registered nurse practitioners, and physician assistants.	15
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17	3. Authority	The board directs all district employees to comply with the Pennsylvania	17
18	SC 510	Department of Health's Guidelines for Pennsylvania Schools for the	18
19	Title 22	Administration of Medications and Emergency Care.	19
20	Sec. 7.13		20
21	210 AR	The Superintendent or designee, in conjunction with the certified school	21
22		nurses (CSNs), shall develop procedures for the administration and self-	22
23		administration of students' medications.	23
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25	4. Delegation of	All medications shall be administered by the CSN, or in the absence of the	25
26	Responsibility	CSN, by other licensed school health staff (RN, LPN), except as otherwise	26
27		noted in this policy.	27
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29	42 Pa. C.S.A.	In the event of an emergency, a district employee may administer medication	29
30	Sec. 8337.1	when s/he believes, in good faith, that a student needs emergency care.	30
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32		Building administrators and the CSNs shall review regularly the procedures	32
33		for administration and self-administration of medications, and shall evaluate	33
34		recordkeeping, safety practices and effectiveness of this policy.	34
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36	5. Guidelines	The policy and administrative regulations for administration of medications	36
37		shall be reviewed, at least every two (2) years, by the CSNs, school physician,	37
38		and designated administrators and revised as necessary.	38
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40		The CSN shall collaborate with parents/guardians, district administration,	40
41		faculty, and staff to develop an individualized healthcare plan to best meet the	41
42		needs of the individual students.	42
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44		The district shall inform all parents/guardians, students, and staff about the	44
45		policy and procedures governing the administration of medications.	45
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47		Parents/Guardians should confer with the child's physician to arrange	47
48		medication time intervals to avoid school hours whenever possible.	48
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1		All standing medication orders and parental consents shall be renewed at the	1
2		beginning of each school year.	2
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4	SC 1409	Student health records shall be confidential and maintained in accordance	4
5		with state and federal laws and regulations and the Department of Health	5
6		Guidelines.	6
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8		<u>Delivery and Storage of Medications</u>	8
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10		All medication must be delivered directly to the nurse's office or the school	10
11		principal if the nurse is in another building, by the parent/guardian or	11
12		another adult designated by the parent/guardian. The medication must be	12
13		brought to school in the original pharmacy-labeled container, and stored in a	13
14		locked cabinet designated for storage of medication. Medications that require	14
15		refrigeration shall be stored and locked in a refrigerator designated only for	15
16		medications.	16
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18		Medication received should be recorded and logged in with the date, name of	18
19		student, name of medication, amount of medication, and signatures of the	19
20		parent/guardian or designated adult delivering the medication and the school	20
21		health personnel receiving the medication.	21
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23		Nonprescription medication must be delivered in its original packaging and	23
24		labeled with the student's name.	24
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26		Prescription medication shall be delivered in its original packaging and labeled	26
27		with:	27
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29		1. Name, address, telephone number, and federal DEA (Drug	29
30		Enforcement Agency) number of the pharmacy.	30
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32		2. Student's name.	32
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34		3. Directions for use - dosage, frequency, time of administration, route of	34
35		administration, and any special instructions.	35
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37		4. Name and registration number of the licensed prescriber.	37
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39		5. Prescription serial number.	39
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41		6. Date originally filled.	41
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43		7. Name of medication and amount dispensed.	43
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45		8. Controlled substance statement, if applicable.	45
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47	SC 510	Before any medication may be administered to or by any student during	47
48	Title 22	school hours, the Board shall require:	48
49	Sec. 12.41		49
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1		1. All medication shall be accompanied by a completed “Authorization for School Medication Administration Form” or other written communication from the licensed prescriber that includes reason for taking medication, length of time this medication will be necessary, adverse effects of medication, and any additional instructions from the prescriber.	1
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7		2. The written request of the parent/guardian, giving permission for such administration and relieving the Board and its employees of liability for administration of medication.	7
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11	SC 1411.1	Students may possess and use asthma inhalers and epinephrine auto-injectors when permitted in accordance with state law and board policy.	11
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14		Documentation of medication administration shall be in accordance with the Pennsylvania Department of Health’s Guidelines for Pennsylvania Schools for the Administration of Medications and Emergency Care.	14
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18		<u>Disposal of Medication</u>	18
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20		Procedures shall be developed for the disposal of medications consistent with the Department of Health Guidelines, which shall include:	20
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23		1. Guidelines for disposal of contaminated needles or other contaminated sharp materials immediately in an appropriately labeled, puncture resistant container.	23
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27		2. Processes for immediately returning to parents/guardians all discontinued and outdated medications, as well as all unused medications at the end of the school year.	27
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31		3. Methods for safe and environmentally friendly disposal of medications.	31
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33		4. Proper documentation of all medications returned to parents/guardians and for all medications disposed of by the Certified School Nurse or other licensed school health staff. Documentation shall include, but is not limited to, date, time, amount of medication, and appropriate signatures.	33
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39		<u>Administration of Medications During Field Trips and Other School-Sponsored Activities</u>	39
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42		The board directs planning for field trips and other school-sponsored activities to start early in the school year and to include collaboration between administrators, teachers, nurses, appropriate parents/guardians and other designated health officials.	42
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47		Consideration when planning for administration of medication during field trips and other school-sponsored programs and activities shall be based on the student’s individual needs.	47
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1		Security procedures shall be established for the handling of medication during	1
2		field trips and other school-sponsored activities.	2
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4		Students shall be prohibited from sharing, giving, selling, and using	4
5		medication in any manner other than as is prescribed during school hours, at	5
6		any time on school property, at any school-sponsored activity, and during	6
7		time spent traveling to and from school and school-sponsored activities.	7
8		Violation of this policy will result in disciplinary action in accordance with	8
9		Board policy.	9
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11		In the event a child has a severe allergy which, if not properly treated could be	11
12		life threatening, it shall be the responsibility of the parent/guardian to provide	12
13		the school with proper medication.	13
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16		References:	16
17			17
18		School Code – 24 P.S.Sec. 510, 1401, 1402, 1409, 1414.1	18
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20		State Board of Education Regulations – 22 PA Code Sec. 12.41	20
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22		Civil Immunity of School Officers or Employees Relating to Emergency Care,	22
23		First Aid or Rescue – 42 Pa. C.S.A. Sec. 8337.1	23
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25		Pennsylvania Department of health “Guidelines for Pennsylvania Schools for	25
26		the Administrations of Medications and Emergency Care” March 2010	26
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Page 4 of 4			