

STUDENTS

Medication at School

Each building principal, in consultation with the school nurse, will authorize designated staff members to administer prescribed or over-the-counter oral and topical medication, eye drops or ear drops (medication).

Oral medications are administered by mouth either by swallowing or by inhaling and may include administration by mask if the mask covers the mouth or mouth and nose.

Designated staff members will participate in an in-service training session conducted by a physician or registered nurse prior to administering medications and annually thereafter.

Prescribed or over-the-counter medication may be dispensed to students on a scheduled basis upon written authorization from a parent with a written request by a licensed health professional prescribing within the scope of their prescriptive authority. Requests will be valid for not more than the current school year. The prescribed or over-the-counter medication must be properly labeled and be contained in the original container. The dispenser of prescribed or non-prescribed oral medication will:

- A. Collect the medication directly from the parent or designated adult (students should not transport medication to school), collect an authorization form properly signed by the parent and by the prescribing licensed health professional and collect instructions from the prescribing licensed health professional. The parent or designated adult and staff count the medication together and log. The parent or pharmacy need to halve pills if needed for correct dosage. A school nurse must review all new medicine before being given at school.
- B. Store the prescribed or over-the-counter medication in a locked or limited access facility.
- C. Maintain a daily record which indicates that the prescribed or non-prescribed medication was dispensed. Records will be maintained according to the OSPI record retention schedule.
- D. Provide for delegation, training and supervision by a physician or registered nurse.
- E. Prior to the end of the school year, notify parents in writing of leftover medication. Medication not picked up by the parent will be discarded.

A copy of this procedure and related policy will be provided to the parent upon request for administration of medication in the schools.

Other than oral, topical, or eye and ear drops, all other medications may only be administered by a registered nurse or licensed practical nurse. No prescribed medication, except an EpiPen, will be

Administrative Regulation No. 3416
Medication at School - continued

administered by injection by staff except when a student is susceptible to a predetermined, life-endangering situation. The parent will submit a written statement which grants a staff member the authority to act according to the specific written orders and supporting directions provided by the licensed health professional prescribing within his/her prescriptive authority. Such medication will be administered by staff trained by the supervising registered nurse to administer such an injection.

Written orders for emergency medication, signed and dated, from a licensed health professional prescribing within his/her prescriptive authority will:

- A. State that the student suffers from an allergy which may result in an anaphylactic reaction;
- B. Identify the drug, the mode of administration, and the dose;
- C. Indicate when the injection will be administered based on anticipated symptoms or known exposure to the allergen;
- D. Recommend follow-up after administration, which may include care of the stinger, administration of additional medications, transport to hospital; and
- E. Specify how to report to the health professional prescribing within his/her prescriptive authority and any record keeping recommendations.

Self-carry and administration of non-controlled medication will be permitted, under limited circumstances, if necessary for the student's attendance at school. Prescribed or over-the-counter medication requires written authorization from a parent with a written request by a licensed health professional prescribing within the scope of their prescriptive authority. The licensed health professional must document that the student has demonstrated the ability to properly manage self-administration of the medication as ordered. The licensed health professional must also request in writing that the student carry and self-administer the medication. (RCW [28A.210.370](#)).

Upon receipt of the written request by the licensed health professional, KSD nursing staff (and supervisor when appropriate) will assess the student and determine whether or not the student may self-carry. The prescribed or over-the-counter medication must be properly labeled and be contained in the original container. Requests will be valid for not more than the current school year.

Legal Reference: RCW [28A.210.260](#) Public and Private Schools Administration of Oral Medication by--Conditions
 RCW [28A.210.270](#) Public and Private Schools--Administration of Oral Medication by--Immunity from Liability--Discontinuance, Procedure
 RCW [28A.210.370](#) Students with Asthma