

Billings School District**STUDENTS**Procedures for Self-Administration and Administration of Medications

1. The initial dose of any new medication must be administered at home in order to prevent adverse reactions from occurring at school. The student must be monitored at home for a minimum of 24 hours before returning to school.
2. For prescription medication, the pharmacy label must be current and shall include the student's name, name of medication, dose, time, and route. Prescribed pills or capsules in a medication container must be of the same color and size with matching imprints. Any over the counter medication provided for school must be supplied in the manufacturer labeled packaging, marked clearly with the student's first and last name, and may not be expired.
3. Students taking more than one medication or requiring different dosages of the same medication shall provide separate pharmacy or manufacturer labeled containers for each medication.
4. The appropriate medication form must be completed prior to the start of medication administration at school. This form must be updated yearly and anytime there is a change in the medication, dose, or timing of medication.
5. The school nurse (RN) must be notified of all requests for medication at school at the Elementary level and all requests for prescription medication at the Middle School level.
6. The school nurse reserves the right to review all requests for medication being taken during school hours and to deny requests from parents and/or health care providers if the request is deemed inappropriate or unnecessary for school.
7. The school nurse reserves the right to request appropriate paperwork from the student's health care provider or deny any request for prescription or nonprescription medication when the dose requested exceeds manufacturer guidelines or is being used for a condition other than that for which it is approved, and for any alternative, homeopathic, or experimental drug or substance or nutritional supplement.
8. All medication in Elementary School and all prescription medications in Middle School should be delivered to the school by a responsible adult. BPS shall not incur liability for any lost, stolen, damaged, or otherwise tampered with medication if the parent/guardian chooses to allow their child to transport

medication to the school. If the parent/guardian requests medication from the school they must notify the school nurse or office staff in advance and the medication must be picked up by a responsible adult. Any unused medication must be picked up by a responsible adult within two weeks following the last dose administered. Medication remaining at the school after this time will be destroyed according to the direction of the school nurse.

Procedures for Administering Emergency Medications:

1. Prescribed emergency medications must be provided by the parent or guardian and made available to the student during school hours when necessary. Emergency medications include but are not limited to medication for the management of diabetes, emergency seizure medications, rescue inhalers for students with asthma, and emergency medication for severe allergic reactions.
2. The parent/guardian is required to communicate with the school nurse (RN) regarding a plan of care in the event an emergency situation was to develop at school and the appropriate paperwork must be completed by the parent/guardian and the child's health care provider. The emergency plan must be reviewed yearly by the parent/guardian.
3. Appropriate volunteer school staff may be trained by a Health Care Provider/provider's licensed designee, school nurse or Pharmacist on the administration of glucagon pursuant to Section 20-5-413, MCA as requested by a parent or as part of an emergency response team. The appropriate paperwork must be completed and signed by the trainer, volunteer school staff, and the parent/guardian, if done by parent request and filed with the district.
4. Students are allowed to carry and self-administer medication for asthma, severe allergies, or anaphylaxis pursuant to Section 20-5-420, MCA. The parent/guardian and the student's health care provider must complete the "Montana Authorization to Carry and Self-Administer Asthma/Allergy Medication" form. A copy of the student's Asthma Action Plan from their health care provider should be attached to the form and provided to the school nurse. This paperwork must be updated yearly for all students in grades K-12. If the parent/guardian prefers that the student not be allowed to carry their medication, students are also allowed to store their emergency medication in the school office in which case different paperwork shall apply.

5. Billings Public Schools maintain a stock supply of auto injectable epinephrine and the school nurses provide yearly training to volunteer staff on the recognition of symptoms of anaphylaxis and administration of epinephrine pursuant to 20-5-421, MCA. The school nurse or other authorized personnel may, in good faith, administer the epinephrine to any student or nonstudent who is experiencing a potential life-threatening anaphylactic reaction.
6. Billings Public Schools may maintain a stock supply an opioid antagonist to be administered by the school nurse or other authorized personnel to any student or nonstudent as needed for an actual or perceived life-threatening opioid overdose. Training will be provided to volunteer staff pursuant to 20-5-426, MCA.
7. Appropriate volunteer school staff may be trained by a health care provider/provider's licensed designee, school nurse or a pharmacist on the administration of emergency seizure medication. A minimum of 3 volunteer staff members must be trained in all schools in which there is a student or students requiring emergency seizure medication(s). The appropriate paperwork must be completed and signed by the student's health care provider, volunteer school staff, and the parent/guardian. At least one trained staff member must be available at all times, including during class field trips, to administer the emergency medication to the student if necessary.

Self-Administered Medications: Elementary Students

1. "Self-administration" means that the student is able to administer medication to themselves in the manner directed by the licensed prescriber, with the school nurse (RN) acting as an educator in this process.
2. A student in Elementary School may self-administer medications only after the following requirements are met:
 - A) The parent/guardian has completed and signed the "Consent for Student Self-Administration of Medication" form and the form has been reviewed and signed by the student's health care provider.
 - B) The student's health status, competency, and ability to safely and appropriately self-administer his/her medication has been evaluated by the school nurse.
 - C) The student follows procedure for documentation of self-administration of medication.
3. Students must take all medication in the presence of school personnel.

4. Student medications at the school office should be stored in a locked drawer used exclusively for medications. Access to stored medication and medication cabinet keys must be limited to school personnel authorized to observe student self-administration of medication. Exceptions shall apply for storage of emergency medications to allow for easy access in the event of an emergency situation.
5. Student privacy and confidentiality will be maintained during the self-administration and storage of medications in the front desk area. Only the medication bottle of the student currently being "served" will be removed from the locked storage area.
6. If a student is frequently forgetting to take their medication or refusing to take the medication at school, school staff are required to promptly notify the school nurse of the concern and the student's ability to self-administer medication may be reevaluated.

Self-Administered Medications: Middle School Students

1. Self-administration of medication will be expected of all capable Middle School students.
2. Prescription medication must be stored at the school office and taken in the presence of school personnel. Exceptions shall apply for students who carry and have permission to self-administer medications for asthma, anaphylaxis, and diabetes. The same office storage and confidentiality procedures for elementary school students also apply for middle school students.
3. All prescription medication must be accompanied by a "Consent for Student Self Administration of Medication" form and the form must be signed by the parent/guardian and reviewed and signed by the student's health care provider.
4. If a student is frequently forgetting to take their medication or refusing to take the medication at school, school staff are required to promptly notify the school nurse (RN) for follow-up on the concern.
5. Middle school students may keep in their possession a small quantity of over the counter medication in the original container and self-administer in accordance with parent/guardian instruction. No paperwork is necessary for the self-administration of over the counter medication in middle school. School staff may not provide students with over the counter medication. All over the counter medications must be supplied by the student's parent/guardian.

Self-Administered Medications: High School Students

1. High school students are responsible for administering and storing their own medication. High School students are allowed to carry only a small amount of necessary medication in properly labeled containers. The school nurse (RN) reserves the right to require paperwork for certain medications to be carried by students in accordance with state laws and district procedures.
2. Should the student wish to store prescription medication in a designated location in the school office, a "Consent for Student Self-Administration of Medication" form must be completed and signed by the parent/guardian and the student's health care provider.
3. School staff may not provide students with over the counter medication. All over the counter medications must be supplied by the student's parent/guardian.
4. Students using poor judgment in carrying and administering their own medication will have such medication confiscated by school personnel, the school nurse and student's parent or guardian will be notified, and the student may face disciplinary action.

Procedures for Students with Special Needs

1. Special considerations must be given to any student who is unable to safely take medication on their own.
2. Since each child's needs vary greatly, an appropriate procedure for the dispensing of medication at school will be developed by the school nurse (RN).
3. A Registered Nurse (RN) or Licensed Practical Nurse (LPN) will be responsible for administering medication during school hours.
4. In the event that the student becomes capable of assuming responsibility for taking their own medications, the requirements for Self-Administration of Medication for Elementary/Middle School/High School students shall apply.
5. For students requiring the RN or LPN to administer medications:
 - A) The appropriate form must be signed by the parent/guardian and the prescribing health care provider before the procedure can be done at school. This prescription must be current (renewed at the beginning of the school year and for any change in health care provider prescription).
 - B) The RN or LPN will complete the medication recording form to be retained as part of the student's health file.

- C) The RN or LPN will make certain of the child's identity and the appropriate medication and dosage before administering medication.
- D) All medication administered by the RN or LPN must be stored in a locked medication box accessible only by the RN or LPN. The box must be stored in a designated safe location.
- E) Section 5: A, B, and C of this procedure shall also apply for any non-medication related medical procedures necessary during the student's school day.

Implementing Policy 3416 Administering Medicine to Students

Cross References: Policy 6430 Development of Administrative Procedures
 Procedure 3416-P2 Documentation for Parent Designated Volunteer to Administer Glucagon

Legal References:

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