

## Students

### Student Medication

#### I. Purpose

This policy sets forth the provisions that must be followed when administering prescription and nonprescription medication to students.

#### II. General Statement of Policy

The school district acknowledges that some students may require prescription and nonprescription medication during the school day. In such cases, medication may be administered only by the licensed school nurse/registered nurse, trained health services employee, or other employee to whom the licensed school nurse/registered nurse designates this responsibility. The licensed school nurse/registered nurse is responsible for educating the designee about the reason the medication is needed, the usual dose of the medication, and the possible side effects of the medication(s). The district strongly discourages students from possessing and self-administering nonprescription medication without written authorization from the student's parent or guardian ("parent"), filed in the health office.

#### III. Administration Procedures and Exclusions

A. Medications administered at school must be FDA-approved and listed in the *Physicians' Desk Reference* ("PDR"). Rare exceptions will be considered individually by the district medical advisor and the health services coordinator.

1. Drugs and medications ("medications") used by students not governed by this policy include the following:
  - a. Medications used off district property, unless as part of district-sponsored field trip;
  - b. Medications used in connection with athletics or extracurricular activities; and
  - c. Medications used in connection with activities that occur before or after the regular school day.
2. Prescription medication as used in this policy does not include any form of medical cannabis as defined by and in accordance with state law.
3. If the administration of medication(s) requires a district to store the medication, the parent must inform the district if the medication is a controlled substance.

- a. If the medication is a controlled substance, the parent must retrieve the medicine upon district request.
- b. If the medication is not a controlled substance, the parent must designate the district as an authorized entity to transport the medication for destruction purposes.

## B. Request Procedure

The administration of prescription and nonprescription medication requires a completed signed Medication Administration Authorization form from the student's parent and a physician before the medication will be administered. An oral request must be reduced to writing within two school days, provided that the school district may rely on an oral request until the Medication Administration Authorization form is received. When medication administration is necessary, the Medication Authorization Form must be completed not less than once per school year and when a change in the prescription or requirements for administration occurs.

The licensed school nurse/ registered nurse or designee, may request to receive further information about the prescription from the prescriber, if needed, prior to administration of the medication.

## C. Storage

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.

Medication will be kept under the secured care of district employees. Exceptions to this requirement are refrigerated medication, prescription asthma medications self-administered with an inhaler, and medications administered as noted in a written agreement between the district and the parent or as specified in an Individualized Education Plan ("IEP"), Section 504 Plan, or Individual Health Plan ("IHP").

## D. Administration

Procedures for administration of medicine at school and school activities are developed in consultation with a licensed school nurse/registered nurse. For medicine used by students with a disability, administration may be as provided in the IEP, Section 504 Plan or IHP.

### 1. General Exceptions

- a. Emergency health procedures, including emergency administration of drugs and medicine, are not subject to this policy.

- b. Medicine provided or administered by a public health agency to prevent or control an illness or a disease outbreak are not governed by this policy.
- c. Specific health treatment and health functions (e.g. catheterization, tracheostomy suctioning, and gastrostomy feedings) do not constitute administration of medicine.

## 2. Self-Administered Inhalers Exception

Medicines that are prescription asthma or reactive airway disease medications can be self-administered by a student with an asthma inhaler if:

- a. The district has received a Medication Administration Authorization from the student's parent permitting the student to self-administer the medication and a written physician order for the current school year.
- b. The inhaler is properly labeled for that student.
- c. The parent has not requested a district employee to administer the medication to the student.

The parent must submit written authorization for the student to self-administer the medication each school year. The licensed school nurse or registered nurse or other appropriate party must assess the student's knowledge and skills to safely possess and use an asthma inhaler in a school setting and enter into the student's school health record a plan to implement safe possession and use of asthma inhalers.

## 3. Epinephrine Auto-Injectors Exception

At the start of each school year or at the time a student enrolls in school, whichever is first, a student's parent, district employees, including those responsible for student health care, and the prescribing medical professional must develop and implement an IHP for a student who is prescribed epinephrine autoinjectors that enables the student to:

- a. possess epinephrine autoinjectors; or
- b. if the parent and prescribing medical professional determine the student is unable to possess the epinephrine, have immediate access to epinephrine autoinjectors in close proximity to the student at all times during the instructional day. For the purposes of this exception, the instructional day is defined as the start time and ending time of the school/program as defined by the district.

The IHP must designate the district employees responsible for implementing the student's IHP, including recognizing anaphylaxis and administering

epinephrine autoinjectors when required, consistent with state law. This health plan may be included in a student's Section 504 Plan.

#### 4. Employees

- a. Trained employees may administer medication to students in special cases when the licensed school nurse, registered nurse, employees involved and parents agree in writing to this plan and doing so is not inconsistent with any applicable medical orders or standards. In these cases, the medication must be kept locked in a cabinet and the employees must keep a record of the date, time, name and amount of medication(s) given to students.
- b. Trained employees may administer medication to students when necessary on field trips. The licensed school nurse, registered nurse will instruct the trained employees about the proper method of administration, storage and any side effects of the medication to be administered. The same labeling and documentation requirements listed above will apply.

#### E. Recordkeeping

All medication administered at school will be documented. This documentation includes the name and dose of medication, time of administration, and the name of the individual who administered the medication.

The licensed school nurse/registered nurse or other designated person, is responsible for the filing of the signed Medication Authorization documents in the student's health record. The licensed school nurse/registered nurse, or designee, is responsible for providing a copy of such form to the principal and to other employees designated to administer the medication.

#### F. Discontinuing a Medication

Medication will be discontinued when a parent gives verbal permission to discontinue the medication. This request must be followed in writing by the parent.

#### G. Unclaimed Medications

1. The district will contact parents to collect unclaimed medications.
2. Transportation for destruction of unclaimed medications that are non-controlled substances will occur at least annually, but more frequently in the district's discretion. The district will transport the medication to a designated drop-off box or collection site or may request law enforcement assistance in transportation.
3. The district will not transport medications that are controlled substances.

## H. Medications that are Controlled Substances

Medications that are considered to be controlled substances for purposes of state and federal law are subject to the following security provisions:

1. Controlled substances will be counted when they arrive at school and before they leave school. This count will be recorded.
2. If a controlled substance is dropped on the floor, it will be disposed of in a health office hazardous waste container, witnessed and recorded by two adults.
3. The district is prohibited from transporting medicines that are controlled substances. The parent must retrieve unused medicines that are controlled substances at the request of the district. If the controlled substance is still unclaimed, the district must request that a law enforcement agency transport the controlled substance to a collection bin that complies with Drug Enforcement Agency regulations, or if a site is not available, under the law enforcement agency's procedures for transporting such controlled substance.

### Legal References:

20 U.S.C. § 1400 *et seq.* (Individuals with Disabilities Education Improvement Act of 2004)

29 U.S.C. § 794 *et seq.* (Rehabilitation Act of 1973, § 504)

Minn. Stat. § 13.32 (Student Health Data)

Minn. Stat. § 121A.21 (Hiring of Health Personnel)

Minn. Stat. § 121A.22 (Administration of Drugs and Medicine)

Minn. Stat. § 121A.221 (Possession and Use of Asthma Inhalers by Asthmatic Students)

Minn. Stat. § 121A.222 (Possession and Use of Nonprescription Pain Relievers by Secondary Students)

Minn. Stat. § 121A.2205 (Possession and Use Epinephrine Autoinjectors; Model Policy)

Minn. Stat. § 121A.2207 (Life-Threatening Allergies in Schools)

Minn. Stat. § 147.081, subd. 2 (Practicing Without License; Penalty)

Minn. Stat. § 151.212 (Label of Prescription Drug Containers)

Minn. Stat. § 152.22 (Medical Cannabis, Definitions)

Minn. Stat. § 152.23 (Medical Cannabis, Limitations)

Minn. Rules, Chapter 7045 (Hazardous Waste)

### Policy

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INDEPENDENT SCHOOL DISTRICT 273

Edina, Minnesota

**Edina Public Schools – Medication Administration Authorization**

**Do not use this form for students who require medication for asthma, severe allergies, seizures, or diabetes. Please have your medical provider complete action plans for these health conditions.**

Student: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Grade: \_\_\_\_\_

**PHYSICIAN AND PARENT SIGNATURE REQUIRED BELOW.**

Parents/guardians asking district employees to give medication to their child must provide written permission each school year that has been signed by the child’s licensed health care provider and the parent/guardian. The medication must be provided in the original, labeled container.

<b>PHYSICIAN/LICENSED PRESCRIBER’S ORDER FOR ADMINISTRATION OF MEDICATION BY SCHOOL PERSONNEL – To be completed by physician/licensed prescriber.</b>				
<b>Medication</b>	<b>Dose in mg</b>	<b>Frequency</b>	<b>Route</b>	<b>Medical Condition</b>
<b>Physician/licensed prescriber signature (required):</b>				<b>Date:</b>
<b>Print Name of Prescriber</b>			<b>Clinic Name</b>	
<b>Phone:</b>			<b>Fax:</b>	

All authorizations expire at the end of the school year or following the summer school session.

**Parent/ Guardian Authorization**

- I request that the above medication/s be given during school hours as ordered by my child’s physician/licensed prescriber.
- I request that the medications be given on field trips as prescribed. \_\_\_\_\_ Yes \_ No
- I will notify the school if medication is stopped.
- I give permission for the medication/s to be given by school personnel as delegated, trained, and supervised by the school nurse.
- Legally, I may refuse to sign the authorization to administer medication form. If I refuse to sign, we will not be able to administer the medication.
- This consent may be revoked at any time by sending a written notice to the licensed school nurse.
- If this medication(s) is a controlled substance, I am obligated to retrieve the controlled substance when requested by the district.
- If this medication(s) are not a controlled substance, I hereby designate the district as an authorized entity to transport the medication for the purposes of destruction if any unused medication(s) remain.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

**Permission for Release of Information**

- I give permission for the school nurse to contact my child’s physician/licensed prescriber with questions about the above listed medication/s or medical condition/s being treated by medication/s.
- I give permission for the physician/licensed prescriber to release information related to the above medication/s and medical condition/s to the licensed school nurse.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date