

## ASCENSION PARISH SCHOOL BOARD MEDICATION POLICY

1. As a general principle, medication shall not be given at school unless it is certified in writing by a physician or dentist licensed in Louisiana or an adjacent state, that such medication can not be administered before or after school hours.
2. Antibiotics and other short-term medications, including non-prescription medications shall not be given by school personnel.
3. Children shall not be allowed to have medication in their possession on the school grounds, unless guidelines for exceptions are met. Teachers and principals have the right to take the medication from the child and contact the parents.
4. In extreme cases when the taking of medication is necessary during school hours for a child to be able to attend school, the following requirements will be met prior to the administering of medications:
  - a. A written order from a Louisiana or adjacent state licensed physician or dentist must be submitted to the school, along with a written statement of the desired effects and the child specific potential adverse effects.
  - b. The "Parental /Guardian Request /Consent Form" and the "Physician's order for Medication at School Form" must be completed and signed by the doctor or dentist and the parent or guardian.
  - c. The Physician's Order for Medication at School form must include the physician/dentist's business address, office phone number, and physician/dentist's emergency phone number.
  - d. The medication **MUST** be brought to school by the parent or guardian in a container properly labeled by a pharmacist. Unlabeled medications or improperly labeled medications will not be administered in schools.
  - e. Labels of prepackaged medications, when dispensed, shall contain the regular pharmacy label as well as the drug name, dosage form, strength, quantity, name of manufacturer and/or distributor, and manufacturer's lot or batch number.
  - f. Both the Parent/Guardian Request/Consent Form and the medication itself shall contain clear instructions identifying the student's name, RX number if any, date, frequency, name of medication, dosage, route, specific time medication is to be taken and the physician or dentist's name.
  - g. The initial dose of a medication must be administered by the student's parent or guardian outside the school jurisdiction with sufficient time for observation for adverse reactions.

- h. At the beginning of each school year and anytime there is a change in medication (e.g. dosage or time) a new Parent/Guardian Request/Consent form and Physician's Order for Medication at School form must accompany the new medication. Under no circumstances will a parent be allowed to make changes in dosage or time of medication without a written doctor's order.
  - i. The principal will designate at least 2 employees at each school to administer medication in a safe and competent manner. Any person so designated shall have received at least 6 hours of training on the administration of medication from a registered nurse, a licensed medical physician, or both, employed by the Ascension Parish School Board in accordance with ACT 87 of 1993, and RS 17:436.1. Individuals, who have been trained to administer medications, may not decline to perform such service. The trained individual has the right, to request that another school board employee be present while he/she is administering the medication to a student to serve as a witness.
- 5. All medications must be recorded daily on the Medication Log by the person administering the medication. This also, includes medication that is self-administered.
- 6. The General provisions for the administration of medication are as follows:
  - a. During the period when the medication is administered the person administering medication shall be relieved of all other duties.
  - b. Except in life threatening situations trained unlicensed school employees may not administer injectable medications
  - c. All medications shall be stored in a secured locked area or locked drawer with limited access except by authorized personnel.
  - d. Only oral, inhalant, topical ointment for diaper rash, and emergency medications shall be administered at school by unlicensed personnel.
  - e. Each student shall be observed by a school employee for a period of 45 minutes following the administration of medication. This observation may occur during instruction time.
  - f. Medication **MUST** be administered within a 1/2 hour prior to or after the prescribed time.
  - g. School medication orders shall be limited to medications, which **CANNOT** be administered before or after school hours.
  - h. All aerosol medications shall be delivered to the school in premeasured dosages.
  - i. No more than a 35 school day supply of medication shall be kept at school.
  - j. The school nurse shall assess the health status of the student and determine that the administration of medication can be safely delegated.
  - k. Due to recent revisions to the State Medication Law, students are now allowed to carry their inhaler or epi pen once approval is obtained from the physician and school nurse and meets the Ascension Parish School Board Medication Policy for student Self-administration.

1. The classroom teacher who is not otherwise previously contractually required shall not be assigned to administer medications to students. A teacher may request in writing to volunteer to administer medications to his/her own students. The Administration of medications shall not be a condition of employment of teachers employed subsequent to July 1, 1994.
7. A reasonable attempt will be made to reach the parent/guardian if:
    - a. A child does not receive his scheduled dose of medication.
    - b. A child takes an overdose of medication.
    - c. An adverse reaction occurs and appropriate action taken.
    - d. A daily dose of medication is lost, spilled, or if the child refused to take it or spits it out.

If the parent/guardian cannot be reached, the school personnel shall not be held responsible. These particular situations must be documented and signed by the principal and persons involved.

8. All student information shall be kept confidential.
9. The school nurse, in collaboration with the principal, shall supervise the implementation of the school policies for the administration of medications in schools to insure the safety, health and welfare of the students.
10. The Parent/Guardian shall also work with those personnel designated to administer medication as follows:
  - a. Cooperate in counting the medication with the designed school personnel who receives it and sign a drug receipt form.
  - b. Assist in the development of the emergency plan for each student.
  - c. Comply with written and verbal communication regarding school policies.
  - d. Remove or give permission to destroy unused, contaminated, discontinued, or out-of-date medications according to the school guidelines.
  - e. Cooperate with school staff to provide for safe, appropriate administration of medications to students, such as positioning and suggestions for liquids or foods to be given with the medication.
  - f. Grant or withhold permission for consultation and release of medical information.
  - g. Provide unit dosage packaging whenever possible.
  - h. Provide a list of all medications the student is currently receiving at home and school, if that listing is not a violation of confidentiality or contrary to the request of the parent/guardian of student.
  - i. Provide a list of names and telephone numbers of persons to be notified in case of medication emergency, in addition to the parent/guardian and licensed prescriber.