

ADMINISTERING MEDICATIONS TO STUDENTS;
SUN PROTECTION MEASURES FOR STUDENTS

Background

The Mt. Lebanon School District understands that taking medication can be a serious health matter for students and their families. The District requires parents/guardians to administer student medications at home rather than at school whenever possible, as there are safety concerns about students forgetting to take the medication, having a reaction to the medication, or other students taking the medication. The District acknowledges that some students may require prescription or non-prescription medication for chronic or short-term illnesses during the school day to enable them to remain in school and participate in their education. When a licensed health care prescriber deems it medically necessary that a medication be administered during the school day, the following policy shall apply.

Sun protection is also an important issue for the District, its students and their families. In accordance with section 1414.10 of the Pennsylvania School Code, the following policy shall apply to the use of sun-protective clothing and sunscreen by District students.

Objective

It is the objective of this policy to specify the conditions and circumstances under which medication shall be administered during the school day and to specify the conditions and circumstances under which students are permitted to use sun-protective clothing and sunscreen during the school day, at a school-sponsored activity, or while under the supervision of school personnel.

Definitions

“Medication” is an FDA (United States Food & Drug Administration) approved drug or preparation used for the treatment or prevention of disease that is (a) prescribed by a health care provider, who is licensed to write a prescription in any state in the United States of America (a "prescription medication"), or (b) an over-the-counter medication (a "non-prescription medication").

“Licensed health care prescriber” is a medical doctor (M.D.); doctor of osteopathy (D.O.); dentist (D.M.D. or D.D.S.); nurse practitioner (C.R.N.P.); physician assistant (P.A.C.); or doctor of optometry (O.D.). “FDA approved label” is the official description of a drug product which includes: indications; who should take the drug; adverse effects; instructions for uses in pregnancy, children and other populations; dosages approved for the population it is being prescribed for, and safety information for the patient.

“Self-carry and “Self-administration” means medication carried and/or administered directly by the student the student not in the presence of a school nurse.

“Sunscreen” means a nonaerosol topical sunscreen product that is approved by the FDA for over-the-counter use for the purpose of limiting ultraviolet light-induced skin damage.

Policy

It is the policy of the Board that:

1. The District shall not be responsible for the diagnosis of a student’s illness.
2. The administration or self-administration of prescription and non-prescription medications during the school day will be permitted when:
 - a. a licensed health care prescriber deems it medically necessary for the student to take medication, either prescription or non-prescription, during the school day.
 - b. the Authorization for Medication Administration Form is completed and signed by the licensed health care prescriber.
 - c. the Authorization for Medication Administration Form is signed by the parent/guardian.
 - d. the medication is delivered to the health office by a parent/guardian or adult authorized by the parent/guardian.
 - e. the medication is in a pharmacy container with a FDA approved label or, if an over-the-counter medication, the container must be unopened. The medication type must match what is written on the Medication Administration Form. For example, if the Medication Administration Form identifies a liquid medication, liquid medication must be brought in by the parent/guardian.
 - f. parent(s)/guardian(s) are responsible for assuring that the medication delivered to the health office is up to date and that the supply of medication is renewed as needed.
3. Non-compliance with these procedures may result in the student not receiving the medication.
4. The Superintendent or designee shall formulate administrative procedures that a parent/guardian must follow before any medication (prescription and/or non-prescription) will be administered or self-administered to the child during the school day. The procedures shall include a written request from the parent/guardian to administer the medication with a written order from the licensed health care prescriber. Information regarding the administration of medication to students will be shared with appropriate staff.
5. Self-carry/administration will be permitted where a licensed health care prescriber and parent confirm that there is a medical need for, and the student is responsible for and

capable of, self-administering/self-carrying the medication. Such confirmation shall acknowledge that the District assumes no liability for such self-administration. Prior health office approval by a certified school nurse for self carry/self-administration is required. The District may require that these written confirmations be updated during the school year as needed.

6. Self-Carry and Self-Administration of Asthma Inhalers and Epinephrine Auto-Injectors:
 - a. A student who desires to possess and self-administer an asthma inhaler or epinephrine auto-injector in a school setting shall demonstrate the capability for self-administration and for responsible behavior in the use thereof.
 - b. The parent or guardian of a student who desires the student to possess and self-administer an asthma inhaler or epinephrine auto-injector in a school setting shall provide the following:
 - i. a written statement from the licensed health care prescriber that provides the name of the drug, the dose, the times when the medication is to be taken and the diagnosis or reason the medicine is needed unless the reason should remain confidential. The licensed health care prescriber shall indicate the potential of any serious reaction that may occur to the medication, as well as any necessary emergency response. The licensed health care prescriber shall state whether the child is qualified and able to self-administer the medication.
 - ii. a written request from the parent or guardian that the District comply with the order of the licensed health care prescriber. The parent's note shall include a statement relieving the District or any school employee of any responsibility for the benefits or consequences of the prescribed medication when it is parent-authorized and acknowledging that the District bears no responsibility for ensuring that the medication is taken.
 - iii. A written acknowledgment by the certified school nurse that the student has demonstrated that the student is capable of self-administration of the asthma inhaler or epinephrine auto-injector and the prescribed medication therein.
 - iv. A written acknowledgment by the student that the student has received instruction from the student's licensed health care prescriber on proper safety precautions for the handling and disposal of the asthma inhaler or epinephrine auto-injector and the prescribed medication therein. The written acknowledgment shall also contain a provision stating that the student will not allow other students to have access to the asthma inhaler or epinephrine auto-injector and the prescribed medication therein, and that the student understands appropriate safeguards.
 - c. The District reserves the right to require a statement from the licensed health care

prescriber for the continued use of any medication beyond a specified time period and to require updated prescriptions and parental approvals on an annual basis from the student.

- d. A student authorized to possess and self-administer an asthma inhaler or epinephrine auto-injector during the school day shall notify the school nurse immediately following each emergency use of an asthma inhaler or epinephrine auto-injector.
- e. The District may revoke or restrict a student's privileges to self-carry and self-administer the asthma inhaler, the epinephrine auto-injector and the medication due to noncompliance with school rules and provisions of a student's service agreement, IEP, or due to demonstrated unwillingness or inability of the student to safeguard the the asthma inhaler, the epinephrine auto-injector and the medication from access by other students. If a student provides any medication or medical device, including asthma inhalers, epinephrine auto-injectors and medication, to another student, the supplies, rescue inhaler and the medication will be immediately confiscated and the student will lose all possession privileges of and be subject to discipline under other District policies concerning controlled substances.
- f. If the District prevents a student from self-carrying an asthma inhaler or epinephrine auto-injector and the prescribed medication therein under this policy, the District shall ensure that it is appropriately stored at locations in close proximity to the student prohibited from self-carrying, and notify the student's classroom teachers of the places where the asthma inhaler or epinephrine auto-injector and medication contained therein are to be stored and the means to access them.

7. Self-Carry and Self-Administration of Diabetes Medication and Monitoring Equipment:

- a. The parent or guardian of a student with diabetes who requests that the student possess and self-administer diabetes medication and operate monitoring equipment in a school setting shall provide the following:
 - i. A written statement from the student's licensed health care prescriber that provides the name of the drug, the dose, the times when the medication is to be taken or the monitoring equipment to be used, the specified time period for which the medication or monitoring equipment is authorized to be used, and the diagnosis or reason the medicine or monitoring equipment is needed. The student's licensed health care prescriber shall indicate the potential of any serious reaction to the medication that may occur, as well as any necessary emergency response. The student's licensed health care prescriber shall state whether the student is competent to self-administer the medication or monitoring equipment and whether

- the student is able to practice proper safety precautions for the handling and disposal of the medication and monitoring equipment.
- ii. A written request from the parent or guardian that the District comply with the instructions of the student's licensed health care prescriber. The parent's request shall include a statement relieving the District or any school employee of any responsibility for the prescribed medication or monitoring equipment and acknowledging that the District bears no responsibility for ensuring that the medication is taken by the student and the monitoring equipment is used.
 - iii. A written acknowledgment by the certified school nurse that the student has demonstrated that the student is capable of self-administration of the medication and use of the monitoring equipment.
 - iv. A written acknowledgement by the student that the student has received instruction from the student's licensed health care prescriber on proper safety precautions for the handling and disposal of the medications and monitoring equipment. The written acknowledgment shall also contain a provision stating that the student will not allow other students to have access to the medication and monitoring equipment, and that the student understands appropriate safeguards.
- b. The District may revoke or restrict a student's privileges to possess and self-administer diabetes medication and operate monitoring equipment due to noncompliance with school rules and provisions of a student's service agreement, IEP, or due to demonstrated unwillingness or inability of the student to safeguard the medication and monitoring equipment from access by other students. If a student provides any medication or medical device, monitoring equipment and medication, to another student, the equipment and medication will be immediately confiscated and the student will lose all possession privileges of and be subject to discipline under other District policies concerning controlled substances.
 - c. If the District prohibits a student from possessing and self-administering diabetes medication and operating monitoring equipment under this policy, it shall ensure that the diabetes medication or monitoring equipment is appropriately stored in a readily accessible place in the school building attended by the student. The District shall notify the school nurse and other identified school employees regarding the location of the diabetes medication and monitoring equipment and means to access them.
8. Except as specifically provided for in this Policy and any accompanying administrative procedures, all medications (prescription and/or non-prescription) must be delivered to the health office for storing and administering and students are not permitted to carry medications on their persons during the school day, unless all requirements for permission for self carry/self administration are met. Violations of any provision of this Policy or any related procedures may result in disciplinary action.

9. For life-threatening situations indicating incipient anaphylactic shock, trained staff shall be authorized to administer the prescribed epinephrine auto-injector. The Superintendent or designee shall designate the procedures to be followed, including training of staff, forms to be completed in advance by the parent/guardian, and procedures for emergency administration of the medication.

10. Nothing in this policy is designed to prevent the administration of first-aid including the administration of naloxone, glucagon and/or epinephrine auto-injector to a student without the express written permission of a parent where deemed necessary by a nurse pursuant to her/his professional judgment.

11. The District will not administer or allow self carry/self administration of homeopathic oils or herbal remedies.

12. Sun Protection Measures for Students.
 - a. The District shall allow the outdoor use by a student of sun-protective clothing (e.g., a hat) during the school day, at a school-sponsored activity or while under the supervision of school personnel.

 - b. Nothing in this policy shall be construed to prevent the District from prohibiting certain clothing or hats based on the inappropriateness of the graphics, color or message of the clothing or hats.

 - c. The District shall allow the possession, application or use by a student of Sunscreen without a physician's note or prescription during the school day, at a school-sponsored activity, or while under the supervision of school personnel if:
 - i. The sunscreen is approved by the FDA.
 - ii. The parent or guardian of the student submits a form provided by the District to the nurse's office which allows the student to use the Sunscreen and attests that the District is not responsible for ensuring that the student applies the Sunscreen and that the student is capable of self-applying the Sunscreen.
 - iii. A written acknowledgment by the certified school nurse that the student has demonstrated that the student is capable of self-applying the Sunscreen.
 - iv. A written acknowledgement by the student that the student has received instruction and knows the proper method of self-applying the Sunscreen and that the student knows the proper safety precautions for the handling and disposal of the Sunscreen. The written acknowledgment shall also contain a provision stating that the student will not allow other students to have access to the Sunscreen and that the student understands appropriate safeguards.

- v. The student complies with the other self carry/self administration protocols and rules set forth in and developed pursuant to this Policy.
 - d. The District may revoke or restrict the possession, application or use of the Sunscreen by a student if any of the following occurs:
 - i. The student fails to comply with school rules concerning the possession, application or use of the Sunscreen.
 - ii. The student shows an unwillingness or inability to safeguard the Sunscreen from access by other students.
 - iii. If the District revokes or restricts the possession, application or use of a Sunscreen by a student under this policy, the District shall provide written notice of the revocation or restriction to the student's parent or guardian.
13. The Superintendent or designee shall periodically review state standards and direct the responsible personnel accordingly.
14. Exceptions to this Policy must be approved by the Superintendent and the District physician.

Administration Responsibility

It shall be the responsibility of the Administration to develop and enforce any administrative procedures and forms deemed necessary to implement this Policy.

Communication

This Policy shall be communicated to:

- 1. District Staff
- 2. Students and Parents through Parent/Student Handbooks
- 3. The Mt. Lebanon Community

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