

**PERSONNEL**

Administration of Medication

“Medication” means prescribed drugs and medical devices that are controlled by the U.S. Food and Drug Administration and are ordered by a health care provider. It includes over-the-counter medications prescribed by the student’s health care provider.

ELEMENTARY SCHOOLS (K-6)

The Lewistown Public Schools require all medications to be given at home whenever possible. However, under certain circumstances, it is necessary for medication to be administered to a student during the school day. These circumstances may include, but are not limited to, treatment of chronic disabilities and/or illness. When a student requires medication to be administered at school, a parent may make arrangements to come to school to give the medication or the following procedures must be complied with regarding the administration of medication during the regular school day:

1. School personnel may not accept or supervise the administration of medication unless it is accompanied by a completed Permission for Medication form. This form will specify:
  - A. demographic information on the student,
  - B. diagnosis,
  - C. type of medication,
  - D. dosage prescribed,
  - E. purpose of medication,
  - F. time for administration,
  - G. possible side effects,
  - H. anticipated number of days to be given at school (starting and ending date),
  - I. additional instructions for administering,
  - J. signature of physician/dentist, and
  - K. signature of parent/guardian
2. Students taking medication prescribed by a physician/dentist must present the medication in its original container to the principal, school nurse, or designee, with the required form signed by the physician/dentist and parent/guardian. This may require the issuance of duplicate bottles of medication authorized by the physician, one for home and one for school. Both bottles shall indicate the name and telephone number of the pharmacy, the student's name, the physician's name, and the dosage to be given.

3. Students taking over-the-counter medication must present the medication in its original container to the principal, school nurse, or designee with the required form signed by parent/guardian. The school will not supply any patent medicine such as aspirin or Tylenol.
4. The initial dosage must be administered at home, in the physician's office, or hospital to avoid adverse reactions from occurring at school.
5. School personnel delegated by the school nurse to administer medication must:
  - A. be taught, supervised and evaluated for the performance of the delegated nursing task
  - B. routinely record:
    - 1) Time and date student took medication
    - 2) Medication not given and reason
    - 3) Signature
6. Parents are to be notified if:
  - A. medication not given and reason
  - B. any side effects or unusual symptoms
7. At parent/guardian request, the student may carry an inhaler with them, but must comply with procedures No.'s 1-4.
8. School personnel reserve the right to review and deny all requests for medication administration during school hours based on completeness of compliance with these procedures or ability to provide the requested service.
9. All medication must be stored in a designated area that is to remain locked when not in use.

The Lewistown Public Schools assume no responsibility for the provision of any medications.

Permission to administer medication must be reauthorized at the start of a new school year by consent of parent/guardian and accompanying physician's order.

The school nurse or other authorized personnel will provide training to staff regarding the administration of medications and/or side effects of such pharmacological treatment.

### JUNIOR HIGH AND HIGH SCHOOL (7-12)

Junior High and High School students who are older and more mature should be responsible for taking of their own medication. Circumstances for self-administration will be specified by parent instructions on Permission for Medication form.

### SPECIAL EDUCATION (K-12)

Special consideration will be given to students who are physically unable to take medications on their own, or whose level of functioning does not allow for him/her to be responsible to take their own medication.

As individual/children's needs may vary, it is requested that parent/guardian contact the school nurse, and specify on the Permission for Medication form additional instructions for the administering of medication at school. The following procedures will be complied with for Special Education students:

1. The school must be provided with a completed and signed Permission for Medication form from the parent/guardian and physician, noting any special instruction or assistance required to be brought to the attention of the school nurse and/or appropriate school personnel.
2. All other procedures identified under elementary schools will be in effect for special education students, including assuming the responsibility for taking their own medication with supervision as appropriate.

Policies 3416F (1-4) are samples of the Permission for Medication, Montana Authorization to Carry and Self-Administer Asthma Medication, Student Asthma Action Card, and Emergency Plan. These forms are considered a part of this policy.

### Self-Administration of Medication

The District will permit students who are able to self-administer specific medication to do so provided that:

- A physician or dentist provides a written order for self-administration of said medication;
- Written authorization for self-administration of medication from a student's parent or guardian is on file; and
- A principal and appropriate teachers are informed that a student is self-administering prescribed medication.

A building principal or school administrator may authorize, in writing, any employee to assist with self-administration of medications, provided that only the following may be employed:

- Making oral suggestions, prompting, reminding, gesturing, or providing a written guide for self-administering medications;
- Handing to a student a prefilled, labeled medication holder or a labeled unit dose container, syringe, or original marked and labeled container from a pharmacy;
- Opening the lid of a container for a student;
- Guiding the hand of a student to self-administer a medication;
- Holding and assisting a student in drinking fluid to assist in the swallowing of oral medications; and
- Assisting with removal of a medication from a container for a student with a physical disability that prevents independence in the act.

#### Self-Administration of Asthma Inhalers and Epinephrine Pens

Students with allergies or asthma may be authorized by the building principal or Superintendent, in consultation with medical personnel, to possess and self-administer emergency medication from an epinephrine pen (EpiPen) or asthma inhaler during the school day, during field trips, school-sponsored events, or while on a school bus. The student shall be authorized to possess and self-administer medication from an epinephrine pen or asthma inhaler if the following conditions have been met.

- A written and signed authorization from the parents or guardians for self-administration of medication acknowledging that the school district or its employees are not liable for injury that results from the student self-administering the medication.
- The student must have the prior written approval of his/her primary health care provider. The written notice from the student's primary care provider must specify the name and purpose of the medication, the prescribed dosage, frequency with which it may be administered, and the circumstances that may warrant its use.
- Documentation that the pupil has demonstrated to the health care practitioner and the school nurse, if available, the skill level necessary to use and administer an EpiPen or asthma inhaler.
- Documentation of a doctor-formulated written treatment plan for managing asthma or anaphylaxis episodes of the pupil and for medication use by the pupil during school hours.

Authorization granted to a student to possess and self-administer medication from an EpiPen or asthma inhaler shall be valid for the current school year only and must be renewed annually.

A student's authorization to possess and self-administer medication from an EpiPen or asthma inhaler may be limited or revoked by the building principal or other administrative personnel.

If provided by the parent or guardian, and in accordance with documentation provided by the pupil's doctor, backup medication must be kept at a pupil's school in a predetermined location or locations to which the pupil has access in the event of an asthma or anaphylaxis emergency.

#### Emergency Administration of Medication

In case of an anaphylaxis reaction or risk of such reaction, a school nurse or delegate may administer emergency oral or injectable medication to any student in need thereof on school grounds, in a school building, or at a school function, according to a standing order of a chief medical advisor or a student's private physician.

In the absence of a school nurse, an administrator or designated staff member exempt from the nurse license requirement under § 37-8-103(1)(c), MCA, who has completed training in administration of medication, may give emergency medication to students orally or by injection.

The Board requires that there must be on record a medically diagnosed allergic condition that would require prompt treatment to protect a student from serious harm or death.

A building administrator or school nurse will enter any medication to be administered in an emergency on an individual student medication record and will file it in a student's cumulative health folder.

Adopted: December 12, 1994  
Readopted: August 23, 2004  
Revised on: November 14, 2005  
Revised on: December 10, 2012