

## **SUPERINTENDENT'S REGULATION 7-5.5**

## **GUIDELINES FOR ADMINISTERING MEDICINES TO STUDENTS**

Any student who must take medication during school hours must have the parent/guardian complete an Authorization and Permission for Administration of Medication Form, available in the school clinic. All medication must be brought to school in the original container which shall be maintained in and dispensed from the school clinic. Medication should be labeled with student's name, name of medication, dosage, directions for use (time to be given), and date. Self-administration of asthma medication may be arranged through the building principal and school nurse.

### **Prescription Medication**

A written order from the student's physician giving the name, dosage and time to be administered is required for each medication. The prescription label on the bottle may be accepted as the physician's order for those medications given for fewer than 10 consecutive days.

The medication must be brought to school by the parent or legal guardian in the original container which is appropriately labeled by the pharmacist or the physician. An Authorization and Permission for Administration of Medication Form must be completed by the parent. The physician's order and medication label must agree.

Only a one (1) week or less supply of medication should be brought to school unless medication is taken on a daily basis throughout the school year. Unused medication should be picked up by the parent or legal guardian.

The School Medication Record is utilized to document when each medication dose is given to a student.

Exceptions to these regulations may be necessary depending on individual circumstances. Exceptions may be authorized only by the principal or his/her designee.

### **Non-Prescription Medication**

Written permission for a student to take non-prescription medication at school must indicate student's name, the name of medication, dosage, time to be given, and the parent or legal guardian's signature.

The medication and permission must be delivered to the school by the parent or legal guardian in the original container.

Any non-prescription medication which is to be given for more than (10) school days must be authorized in writing by a physician.

The School Medication Record is utilized to document when each medication dose is given to a student.

Exceptions to these regulations may be necessary depending on individual circumstances. Exceptions may be authorized only by the principal or his/her designee.

The possession, sale, distribution, or use of alcohol, imitation alcohol (including non-alcoholic malt beverages), dangerous and/or illegal drugs (including anabolic steroids) or substances, or being under their influence is prohibited and will result in strict disciplinary action as prescribed in the Code of Student Conduct.

### **Administration of Medications by Unlicensed Assistive Personnel**

Poquoson City Public Schools shall allow the administration of medications to students in accordance with a physician's instructions pertaining to dosage, frequency, and manner of administration and with written authorization of a parent by an employee not licensed by the boards of nursing or medicine, in accordance

with school board regulations relating to training, security and record keeping. Training for such persons shall include, but not be limited to, medical terminology and abbreviations (including definitions and or descriptions), an overview of medications, how to maintain aseptic techniques, what must be addressed prior to administering medications, general medication administration procedures, route-specific medication procedures, emergency protocol for medication related reactions, safe storage of medications, and a review of all forms needed for the safe and efficient administration of medication. The training program administered by school health services, will be accomplished through a program by local school boards, in consultation with the local departments of health.