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| Book | Policy Manual |
| Section | J - Students |
| Title | Administering Medicine to Students - Regulation |
| Code | JLCD-R |
| Status | Active |
| Legal | Administrative Rules for Administering Medication to Students |
| Adopted | May 12, 2005 |
| Last Revised | October 9, 2019 |
| Last Reviewed | August 14, 2019 |

CODE: JLCD-R

ADMINISTERING MEDICINE TO STUDENTS REGULATION

Except in an emergency situation, no medication, internal or external, except for topical first aid preparations and Epipens should be dispensed by the nurse or school personnel unless requested in writing by the student's parent(s) and/or legal guardian. If it is a prescription, instruction from the licensed health care provider must also be provided.

ADMINISTERING MEDICATION

When a student must receive medication during school hours, the following procedure should be followed:

1. For prescription medication, signed, written permission of the parent(s) and/or legal guardian and written instructions by the licensed health care provider must be on file in the school before any medication is dispensed.
2. For over the counter medication, signed, written permission of the parent(s) and/or legal guardian must be on file in the school before any medication is dispensed.
3. Herbal medications (with the exception of CBD or marijuana derivatives) shall only be administered with signed, written permission of the parent(s) and/or legal guardian and written instructions by the licensed health care provider.
4. The instructions include the name of the student and the dosage, frequency and duration of medication and must be in the original labeled container.
5. The licensed health care provider instructions or shall be kept in the student's confidential health file.
6. All medications, which are to be left in charge of the nurse or school official, must be kept in a safe place, out of the reach of student(s).
7. A school nurse shall be consulted regarding any new medication order before administration of medication. If a school nurse cannot be contacted, the parent shall be required to give the medication.
8. Annual staff training for medication administration shall be conducted for newly designated personnel. Annual review and retesting shall be conducted for previously designated personnel.
9. The School District Department of Student Services shall be responsible for maintaining the records for testing and training. Copies also shall be kept in all building nurse offices.
10. Staff authorized to give medication shall be designated in writing by the school principal annually.
11. For school-sponsored trips, the following procedures shall prevail:
 - a. Parent and/or legal guardian shall complete a Medical Authorization form indicating student's need for medication (name of medication, dosage, and condition requiring the medication).

- b. The appropriate Medication Authorization form must be on file with the school prior to trip.
- c. Medication must be in the original labeled container with the student's name, name of medication, dosage and frequency and duration of time to be given.

SELF MEDICATION

1. On the rare occasions when medication is necessary to the student's health and must be taken during school hours, medication may be carried and self-administered by the student provided there is compliance with the School District procedures.
2. TCSD #1 shall assume no responsibility or liability for the administration of medication if a student should carry or self-medicate at school or school activities.
3. Non-compliance of these regulations by the student shall result in the denial of self-medication during school hours and/or other disciplinary actions.
4. Pursuant to W.S. § 21-4-310: Self Administration of Asthma Medication, the School District board shall permit a student to possess and self-administer asthma medication within any school of the School District if a written statement is submitted to the School District containing:
 - a) Parental verification that the student is responsible for and capable of self-administration and parental written authorization for self-administration of asthma medication;
 - b) Health care provider identification of the time prescribed or authorized asthma medication and written verification of the appropriateness of the student's possession and self-administration of the asthma medication.
 - c) The written statement shall require the signature of the parent or guardian of the student and the student's physician or physician's representative.
 - d) As used in this section, "asthma medication" means prescription or nonprescription inhaled asthma medication.

Adopted: 05/12/2005

Reviewed: 02/13/2018; 05/30/2018, 08/14/2019

Revised: 10/09/2019