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7 Administering Medication to Students

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9 “Medication” means prescribed drugs and medical devices that are controlled by the U.S. Food
10 and Drug Administration and are ordered by a healthcare provider. It includes over-the-counter
11 medications prescribed through a standing order by an authorized physician or prescribed by the
12 student’s healthcare provider.

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14 Except in an emergency situation, only a qualified healthcare professional and their trained
15 designees may administer a drug or a prescription drug to a student under this policy. Diagnosis
16 and treatment of illness and the prescribing of drugs are never the responsibility of a school
17 employee and should not be practiced by any school personnel.

18
19 Administering Medication

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21 The Board shall permit administration of medication to students in schools in its jurisdiction. A
22 school nurse or other employee who has successfully completed specific training in
23 administration of medication, pursuant to written authorization of a physician or dentist and that
24 of a parent, an individual who has executed a caretaker relative educational authorization
25 affidavit, or guardian, may administer medication to any student in the school or may delegate
26 this task pursuant to Montana law.

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28 Emergency Administration of Medication

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30 In the event of an emergency, a school nurse or trained staff member, exempt from the nursing
31 license requirement under § 37-8-103(1)(c), MCA, may administer emergency medication to any
32 student in need thereof on school grounds, in a school building, at a school function, or on a
33 school bus according to a standing order of an authorized physician or a student’s private
34 physician. In the event that emergency medication is administered to a student, the school nurse
35 or staff member shall call emergency responders and notify the student’s parents/guardians. A
36 building administrator or school nurse shall enter any medication to be administered in an
37 emergency on an individual student medication record and retain the documentation.

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39 Assisting Students with Self-Administration of Medication: Students in Kindergarten – 6th Grade

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41 A building principal or other school administrator may authorize, in writing, any school
42 employee:

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44 To assist in self-administration of any drug that may lawfully be sold over the counter in
45 its original container without a prescription to a student in compliance with the written
46 instructions and with the written consent of a student’s parent or guardian; and

To assist in self-administration of a prescription drug in its original container to a student in compliance with written instructions or standing order of an authorized physician or a student's private physician and with the written consent of a student's parent or guardian.

A school employee authorized, in writing, assist students with self-administration of medications, may only rely on the following techniques:

- 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.
- Other guidance or restrictions previously provided in writing to the school by a student's parent, an individual who has executed a caretaker relative educational authorization affidavit, or guardian is on file.

See section "Handling and Storage of Medications" for other medication requirements.

Self-Administered Medications: Students in 7th and 8th Grade

- 7th & 8th Grade students will follow the same procedures as the K-6th grade students when taking prescription medication.
- Without written instructions or written consent from a student's parent or guardian, 7th and 8th grade students may keep in their possession a small quantity of nonprescription medication in original container and self-administer in accordance with parent instruction. It is the responsibility of the parent/guardian to ensure that their child understands the proper administration of over-the-counter medications prior to sending the medication to school with their student. Students must not provide medication to any other student.
- School staff will not store over-the-counter medications for 7th or 8th grade students or supervise the administration of over-the-counter medications except under special circumstances [see "Procedures for Students with Special Needs"].
- See section "Handling and Storage of Medications" for other medication requirements.

Self-Administered Medications: High School Students (9th-12th)

- High school students are responsible for taking their own prescription or over-the-counter medication.
- Without written instructions or written consent from a student’s parent or guardian, high school students may keep in their possession, in original containers, a small quantity of nonprescription medication and/or no more than a forty-five (45)-day supply of a prescription medication, and self-administer in accordance with parent instruction. It is the responsibility of the parent/guardian to ensure that their child understands the proper administration of medications prior to sending the medication to school with their student. Students must not provide medication to any other student.
- Designated school personnel may, only upon written request from parents/guardians and written direction from a physician/dentist, accept and store prescription medication in its original container. It is the student’s responsibility to come to the office to take the medication. Students are responsible for self-administration of medication with designated school personnel supervision.
- School staff will not store over-the-counter medications for the student or supervise the administration of over-the-counter medications except under special circumstances [see “Medication Procedures for Students with Special Needs”].
- See section “Handling and Storage of Medications” for other medication requirements.

Medication Procedures for Students with Special Needs

- Special consideration must be given to any student who is unable to take medications independently.
- The school nurse or their trained designee will be responsible for administering or assisting with self-administration of over-the-counter and prescription medications in their original containers with written instructions from a physician/dentist and with written consent from a parent/guardian.
- See section “Handling and Storage of Medications” for other medication requirements.

Self-Administration or Possession of Asthma, Severe Allergy, or Anaphylaxis Medication

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 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 if the following conditions have been met:

- A written and signed authorization from the parents, an individual who has executed a caretaker relative educational authorization affidavit, or guardians for self-administration of medication, acknowledging that the District or its employees are not liable for injury

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- 4 • that results from the student self-administering the medication.
- 5 • The student shall have the prior written approval of his/her primary healthcare provider.
- 6 • The written notice from the student's primary care provider shall specify the name and
- 7 purpose of the medication, the prescribed dosage, frequency with which it may be
- 8 administered, and the circumstances that may warrant its use.
- 9 • Documentation that the student has demonstrated to the healthcare practitioner and the
- 10 school nurse, if available, the skill level necessary to use and administer the medication.
- 11 • Documentation of a doctor-formulated written treatment plan for managing asthma,
- 12 severe allergies, or anaphylaxis episodes of the student and for medication use by the
- 13 student during school hours.
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15 Authorization granted to a student to possess and self-administer medication shall be valid for
16 the current school year only, including extended school year services, if needed, and shall be
17 renewed annually. A student's authorization to possess and self-administer medication may be
18 limited or revoked by the building principal or other administrative personnel.

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20 If provided by the parent, an individual who has executed a caretaker relative educational
21 authorization affidavit, or guardian, and in accordance with documentation provided by the
22 student's doctor, backup medication shall be kept at a student's school in a predetermined
23 location or locations to which the student has access in the event of an asthma, severe allergy, or
24 anaphylaxis emergency.

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26 Immediately after using epinephrine during school hours, a student shall report to the school
27 nurse or other adult at the school who shall provide follow up care, including making a call to
28 emergency responders.

29 30 Administration of Glucagons

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32 School employees may voluntarily agree to administer glucagons to a student pursuant to § 20-5-
33 412, MCA, only under the following conditions: (1) the employee may administer glucagon to a
34 diabetic student only in an emergency situation; (2) the employee has filed the necessary
35 designation and acceptance documentation with the District, as required by § 20-5-412(2), MCA,
36 and (3) the employee has filed the necessary written documentation of training with the District,
37 as required by § 20-5-412(4), MCA. Designation of staff is to be made by a parent, and individual
38 who has executed a caretaker relative authorization affidavit, or guardian of a diabetic student, and
39 school employees are under no obligation to agree to designation. Glucagon is to be provided by the
40 parent or guardian. All documentation shall be kept on file.

41 42 Handling and Storage of Medications

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44 The Board requires that all medications, including those approved for keeping by students for
45 self-medication, be first delivered by a parent, an individual who has executed a caretaker
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4 relative educational authorization affidavit, or other responsible adult to a nurse or employee
5 assisting with self-administration of medication. A nurse or assistant:
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- 7 • Shall examine any new medication to ensure it is properly labeled with dates, name of
8 student, medication name, dosage, and physician's name;
- 9 • Shall develop a medication administration plan, if administration is necessary for a
10 student, before any medication is given by school personnel;
- 11 • Shall record on the student's individual medication record the date a medication is
12 delivered and the amount of medication received;
- 13 • Shall store medication requiring refrigeration at 36° to 46° F;
- 14 • Shall store prescribed medicinal preparations in a securely locked storage compartment;
15 and
- 16 • Shall store controlled substances in a separate compartment, secured and locked at all
17 times.
- 18 • All non-emergency medication shall be kept in a locked, nonportable container, stored in
19 its original container with the original prescription label. Epinephrine, naloxone, and
20 student emergency medication may be kept in locked portable containers and transported
21 by the school nurse or other authorized school personnel.
- 22 • Food is not allowed to be stored in refrigeration unit with medications.
- 23 • Shall notify the building administrator, school district nurse, and parent or guardian of
24 any medication error and document it on the medication administration record.
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26 The District shall permit only a forty-five-(45)-school-day supply of a medication for a student to
27 be stored at a school; and all medications, prescription and nonprescription, shall be stored in
28 their original containers.
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30 The District shall limit access to all stored medication to those persons authorized to administer
31 medications or to assist in the self-administration of medications. The District requires every
32 school to maintain a current list of those persons authorized by delegation from a licensed nurse
33 to administer medications.
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35 The District may maintain a stock supply of auto-injectable epinephrine to be administered by a
36 school nurse or other authorized personnel to any student or nonstudent as needed for actual or
37 perceived anaphylaxis. If the district intends to obtain an order for emergency use of epinephrine
38 in a school setting or at related activities, the district shall adhere to the requirements stated in
39 law.
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41 The District may maintain a stock supply of an opioid antagonist to be administered by a school
42 nurse or other authorized personnel to any student or nonstudent as needed for an actual or
43 perceived opioid overdose. A school that intends to obtain an order for emergency use of an
44 opioid antagonist in a school setting or at related activities shall adhere to the requirements in
45 law.
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Disposal of Medication, Medical Equipment, Personal Protective Equipment

The District requires school personnel either to return to a parent, an individual who has executed a caretaker relative educational authorization affidavit, or guardian or, with permission of the parent, an individual who has executed a caretaker relative educational authorization affidavit, or guardian, to destroy any unused, discontinued, or obsolete medication. A school nurse, in the presence of a witness, shall destroy any medicine not repossessed by a parent or guardian within a seven-(7)-day period of notification by school authorities.

Medical sharps shall be disposed of in an approved sharps container. Building administrators should contact the school nurse or designated employee when such a container is needed. Sharps containers are to be kept in a secure location in the school building. Disposal of sharps container, medical equipment, and personal protective equipment is the responsibility of the school nurse or designated employee in accordance with the Montana Infectious Waste Management Act and the manufacture guidelines specific to the container or equipment.

Legal Reference:	§ 20-5-412, MCA	Definition – parent-designated adult administration of glucagons – training
	§ 20-5-420, MCA	Self-administration or possession of asthma, severe allergy, or anaphylaxis medication
	§ 20-5-421, MCA	Emergency use of epinephrine in school setting
	§ 37-8-103(1)(c), MCA	Exemptions – limitations on authority
	ARM 24.159.1601, et seq	Delegation of Nurse Duties
	§ 20-5-426, MCA	Emergency use of an opioid antagonist in school setting – limit on liability
	§ 75-10-1001, et seq	Infectious Waste Management Act
	37.111.812, ARM	Safety Requirements
	10.55.701(s), ARM	Board of Trustees

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