

## Medication at School

Each school principal shall authorize two staff members to administer any medications to students. Schools with large enrollments of handicapped students may authorize up to four staff members. These designated staff members will participate in an inservice training session prior to the opening of school each year.

This policy shall cover the administration of all drugs, whether prescription or over-the-counter. Only those drugs which are required in order for a student to attend school or to participate in learning activities may be given by a staff member.

No drug may be administered by a school staff member unless two permission forms are on file with the principal. Both forms must have been filed during the school year in which the medication is being given.

1. Parent Request: The request for administration of any drug shall be made on the form provided by the district. No other written authorizations will be accepted. The form must be signed by the student's parent, legal guardian, or other person having legal control over the student.
2. Medical/Dental Authorization: Medical/dental authorization must be obtained by the district. Authorization will only be accepted from a licensed health professional prescribing within the scope of his or her prescriptive authority.

All medications are to be provided to the school staff in the original container and labeled to indicate the student's name, the physician's name, the name of the drug, and the dosage. All medications shall be stored in a locked storage cabinet, unless requiring refrigeration.

The authorized staff person administering the medication shall record on the official school district form each dosage given.

The school district may discontinue administration of medications at its discretion. The superintendent or designee must provide notice, orally or in writing, in advance of the date of discontinuance. Such notice shall be made to the parent, legal guardian, or other person having legal control over the student.

If a licensed health professional prescribing within the scope of his or her prescriptive authority and a student's parent request that a student be permitted to carry his or her own medication and/or be permitted to self-administer the medication, the principal may grant permission after consulting with the school nurse. The process for requesting and providing instructions shall be the same as established for oral medications. The principal and nurse shall take into account the age, maturity, and capability of the student; the nature of the medication; the circumstances under which the student will or may have to self-administer the medication; and other issues relevant in the specific case before authorizing a student to carry and/or self-administer medication at school. Except in the case of multi-dose devices (like asthma inhalers), students shall only carry one day's supply of medication at a time. Violations of any conditions placed on

the student permitted to carry and/or self-administer his or her own medication may result in termination of that permission, as well as the imposition of discipline when appropriate.

### **Asthma Rescue Procedures**

In the event of an asthma or anaphylactic episode, the school nurse shall be immediately contacted. In the absence of the school nurse, the person responsible for school health duties will be contacted. Nurses and staff having school health duties shall be knowledgeable of asthma rescue procedures.

Initially Adopted: August 19, 1982  
**Adopted: February 22, 2010**