

516 STUDENT MEDICATION

I. PURPOSE

The purpose of this policy is to set forth the provisions that must be followed when administering prescription and non-prescription medications to students during the school day.

II. GENERAL STATEMENT OF POLICY

It is generally recognized that some students may require medication for chronic health conditions or short-term illness during the school day. This medication enables students to remain in school and participate in their education. Although the school believes that medication should be given outside of school hours whenever possible: the district will provide administration of medication for any student if the parent/legal guardian is willing to comply with requests for authorization and provision of information. Self-administration of medication may be allowed if certain conditions are met.

The school district's licensed school nurse, trained health assistant, principal, or teacher will administer prescribed and non-prescribed medications in accordance with law and school district procedures. Forms relating to these procedures can be found under parent resources/health services on the school district webpage at www.isd2144.org.

III. PROCEDURAL REQUIREMENTS

A. According to Minnesota Statutes, the school board and administrative staff develops medication procedures in consultation with:

- A school nurse, in a district that employs a school nurse;
- A licensed school nurse, in a district that employs a licensed school nurse;
- A public or private health or health related organization, in a district that contracts with a public or private health or health-related organization, or
- The appropriate party; in a district that has an arrangement approved by the Minnesota Commissioner of Education.

B. Request to Administer Medication at School

1. An Authorization for Administration of Medication at School form must be completed annually (once per school year) and/or when a change in the prescription requirement for administration occurs.
2. Administration of prescription and nonprescription medications at school requires a completed written consent from the student's parent and physician.

3. If the parent/legal guardian's authorization is oral, then it must be reduced to writing within two school days.

C. Prescription Medications

1. Prescription medications are those medications that are ordered by a licensed prescriber.
2. Licensed practitioners who have authorization to prescribe medications in Minnesota are: medical physicians, advanced practice registered nurses with prescriptive authority, dentists, podiatrists, osteopaths, and psychiatrists.
3. Parental requests to have investigational or alternative drugs/substances administered at school will be evaluated on a case-by-case basis. A physician's written order shall be required.
4. Prescription pain relievers containing controlled/scheduled substances will not be administered in the school setting.

D. Nonprescription (Over-The-Counter) Medications

1. Nonprescription (OTC) medications for short-term illness will be administered at school with a written request from the parent for up to one week before it is necessary to obtain a written physician order.
2. The school nurse has the ultimate authority and responsibility to reject a parent's request and to decline to administer an over-the-counter medication if the nurse believes that such a medication is unnecessary, inappropriate, or could lead to patient harm.

E. Self-Carrying and Self-Administration of Prescription Medications

1. Generally, prescription medications are not to be carried by the student, but will be left with the appropriate school district personnel in the school health office.
2. Exceptions to this requirement are: prescription asthma medications self-administered with an inhaler and medications administered as noted in a written agreement between the school district and the parent or as specified in an IEP (individualized education program), Section 504 plan, or IHP (individual health plan)

F. Self-Carrying and Self-Administration of Nonprescription Pain Relievers by Secondary Students

1. 7-12th grade students may self-administer and self-carry non-prescription pain medication during the school day provided that:
 - a. A written request by the parent/guardian has been provided to the school.
 - b. The medication is brought in the original container
 - c. The student signs an agreement with the licensed school nurse after demonstrating the skills to safely possess and use the medication.
 - d. The medication does not contain ephedrine or pseudoephedrine.

The district may revoke the student's privilege to possess and use nonprescription pain relievers if it is determined that the student shared with other students or did not take as authorized by parent/guardian.

G. Stock Epinephrine (EpiPen)

1. It is the policy of the Chisago Lakes School District #2144 to stock Epinephrine auto injectors at each school building, to be administered by a school nurse or school personnel that are trained in the administration of epinephrine to any individual, including students, staff members or visitors believed to be having an anaphylactic reaction. This policy covers the incidence of anaphylactic reactions on school premises, during the instructional day.
2. Licensed School Nurses shall routinely assess the adequacy of stock supplies and reorder as needed from the appropriate licensed pharmaceutical wholesaler, as long as supplies are available, in accordance with the Minnesota pharmacy regulation.
3. According to Minnesota Statutes, a school district and its agents and employees are immune from liability for any act or failure to act, made in good faith, in implementing the law. The administration of an epinephrine auto-injector in accordance with this section is not the practice of medicine.
4. Parents/guardians of students with known life threatening allergies and/or anaphylaxis must provide the school with medication and written instructions from the students' health care provider for handling anaphylaxis and all necessary medications for implementing the student specific order on an annual basis. This EpiPen policy is not intended to replace student specific orders or parent/guardian provided individual medications.

H. Specific Exceptions:

1. Special health treatments and health functions such as catheterization, tracheotomy suctioning, and gastrostomy feedings do not constitute administration of drugs and medicine;
2. Drugs or medicine provided by a public health agency to prevent or control an illness or a disease outbreak are not governed by this policy;
3. Emergency health procedures, including emergency administration of drugs and medicine are not subject to this policy;
4. Medications:
 - a. that are used off school grounds;
 - b. that are used in connection with athletics or extracurricular activities;
 - c. that are used in connection with activities that occur before or after the regular school day;
 - d. that are used at school in connection with services for which a minor may give effective consent are not governed by this policy.
5. A student may self-carry and self-administer his own asthma inhaler provided that:
 - a. The school has received written authorization from the parent/guardian, each school year, permitting the student to self-administer the medication;
 - b. The school has received written consent from the prescribing physician.
 - c. The inhaler is properly labeled with expiration date noted.
 - d. The parent has not requested school personnel to administer the medication to the student.
 - e. The district school nurse has assessed the student's knowledge and skills to safely possess and use an asthma inhaler in the school setting

and enter into the student's school health record a plan to implement safe possession and use of the asthma inhaler.

6. Prescription non-syringe injectors of epinephrine, consistent with state law, if the parent and prescribing medical professional annually inform the pupil's school in writing that:
 - a. the pupil may possess the epinephrine; or
 - b. the pupil is unable to possess the epinephrine and requires immediate access to non-syringe injectors of epinephrine that the parent provides, properly labeled, to the school for the pupil as needed.
- I. "Parent" for students 18 years old or older is the student.
- J. The district addresses the need for cultural competence as it relates to safe medication administration in the school.
- K. The school district bases medication policy and procedure on accepted health and education standards, statutes and regulations. The district has procedures that ensure the data privacy of student medical and medication information specific to FERPA, the Minnesota Government Practice Act, HIPAA, and other state and federal laws related to data privacy as necessary.

IV. **Guidance**

- A. Unlicensed staff with medication administration responsibility will be trained and supervised in proper medication administration procedure(s).
- B. The district has a procedure that ensures when students receive medication; the medication is given correctly and documented appropriately.
- C. The district has procedures that assure accurate, safe and hygienic administration of medications.
- D. The district will utilize and systematically apply the principles of the "Six Rights, Rs" "when giving medication to students in the school setting."
 1. The right student
 2. The right medication
 3. The right dose
 4. The right time
 5. The right route
 6. The right document or record.
- E. The district has set up procedures for students requiring medication administration in the case of field trips or other extended day school events.
- F. The district will document important information related to medication administration and side-effects accurately when communicating with parents/legal guardians, other school personnel, the students' health care provider/licensed prescriber and for legal protection. Medication administration documentation is a part of and supported by the district management information system.

- G. The district will record and review medication errors/omissions. The review errors/omissions will be used to identify corrective steps that may need to be implemented to ensure medication safety for students.
- H. The district has a procedure for complaint resolution, which addresses medication administration concerns and deals with issues on non-compliance related to medication administration.
- I. The district will give no medication without proper medication labeling and a provision for storage that is secure. Prescription medications must be in a container with a label prepared by a pharmacist. The district has a procedure whereby all suspected diversion or tampering of drugs or medication will be reported to the local police.
- J. The district ensures the safe and immediate administration of emergency medication for students requiring such intervention and first aid. The district designates and trains personnel that have documented certification in cardiopulmonary resuscitation (CPR), including the use of automatic external defibrillators.

V. Roles and Responsibilities

The district administrative staff and district licensed school nurses, under the direction of the school board are responsible to see that medication policies and procedures are followed: people are hired, assigned and trained to administer medication; the procedures are performed safely and consistently; and all necessary documentation is completed.

The district has a provision whereby designated school staff administering or assisting with student medications receive training and assistance in providing or assisting students' with safe medication administration.

- Legal References:**
- Minn. Stat. § 13.32 (Student Health Data)
 - Minn. Stat. § 121A.21 (School Health Services)
 - Minn. Stat. § 121A.22 (Administration of Drugs and Medicine)
 - Minn. Stat. § 121A.221 (Possession and Use of Asthma Inhalers by Asthmatic Students)
 - Minn. Stat. § 121A.222 (Possession and Use of Nonprescription Pain Relievers by Secondary Students)
 - Minn. Stat. § 121A.2205 (Possession and Use of Epinephrine Auto-Injectors; Model Policy)
 - Minn. Stat. § 121A.2207 (Life-Threatening Allergies in Schools; Stock Supply of Epinephrine Auto-Injectors)
 - Minn. Stat. § 151.212 (Label of Prescription Drug Containers)
 - Minn. Stat 144.999 (Epinephrine Auto-Injector)
 - 20 U.S.C. § 1400 *et seq.* (Individuals with Disabilities Education Improvement Act of 2004)
 - 29 U.S.C. § 794 *et seq.* (Rehabilitation Act of 1973, § 504)

- Cross References:**
- Chisago Lakes Policy 418 (Drug-Free Workplace/Drug-Free School)