

ROSEVILLE AREA SCHOOLS
Independent School District No. 623

Regulations 528-R – Dispensation of Medication for Students

1.0 PURPOSE

For the protection of students:

- 1.1 Medications, both prescription and over-the-counter, will be stored in the school health office.
- 1.2 Exceptions would be when parent/guardians and the school have a written agreement to the contrary, for example, when an IEP, IHP or 504 plan provide otherwise, or where the student may carry a prescription or over the counter medication as permitted by state law.
- 1.3 Students that self-administer prescription medications must be given approval by the school nurse based on student's competency to use the medication correctly and ability to follow the school rules/program rules.
- 1.4 Medications dispensed in other school district programs and/or outside of the normal school day will be stored in a secure manner in the program rules.
- 1.5 The licensed school nurse, at his/her discretion, may request a healthcare provider's order for over-the-counter medications and may request to receive further information about a prescribed medication, if needed, prior to administration of the substance.
- 1.6 A new medication permission form is required each school year, or whenever a change in the prescription or requirements for administration occurs.

2.0 PROCEDURES

- 2.1 Prescription medication prescribed for more than two (2) weeks and which must be taken at school must have a permission form signed by a health care provider and the custodial parent/guardian.
- 2.2 Prescription medication prescribed for less than two (2) weeks requires written permission from the custodial parent/guardian.
- 2.3 Over-the-counter medication requires written permission from the custodial parent/guardian.
- 2.4 All medications must be in original containers and must be labeled with the manufacturer's instructions. Containers should be labeled with the following information:
 - 2.4.1 Student's name

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- 2.4.2 Medication name
 - 2.4.3 Dose of medication
 - 2.4.4 Time of day to take medication
 - 2.4.5 Name of health care provider
- 2.5 Following a written request by the custodial parent/guardian and health care provider to give prescription medication in school, the school nurse will:
- 2.5.1 Verify that the medication is given for the correct purpose it was intended, that the medication permission form has the proper authorization and that it clearly indicates the route, dose and time of day or circumstances the medication is to be given and that the medication comes to school in the original container and is properly labeled.
 - 2.5.2 Set up a system in the health office that ensures the student receives their medication in a safe and timely manner.
 - 2.5.3 Ensure that all controlled medication is kept in a locked cabinet.
 - 2.5.4 When it is appropriate and necessary, inform other staff members about the purpose of the medication and under which conditions it needs to be taken.
 - 2.5.5 When it is appropriate and necessary, train other staff/designee on the procedures of safe administration and delegate such administration.
 - 2.5.6 Ensure that medication errors are reported to the school nurse and inform the custodial parent/guardian of such errors.
 - 2.5.7 Develop an *Individual Health Plan (IHP)* for students that are prescribed medications for emergency reasons. The IHP will specify where the medication can be found and under what circumstances it will be given. Asthma Action Plans and anaphylaxis plans will be requested from the student's health care provider.
 - 2.5.8 Set up a documentation system, which clearly indicates the time, date, and person who gave the medication.
 - 2.5.9 Clearly package and label medications that are sent on field trips with the name of student, name of medication, dosage and the time the medication is to be given.
 - 2.5.10 Allow for self-administration of nonprescription pain medications for students in grades 9 - 12 only in a manner consistent with the

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labeling and as provided in State law as long as the parent/guardian provides the school district with written authorization permitting the student to self-administer this medication and the school nurse approves. This provision does not apply to the possession of any drug or product containing ephedrine or pseudo ephedrine as its one of its active ingredients.

2.5.11 Student's privilege of self-administration will be revoked if it is determined the student is abusing the privilege.

6/5/90
2/7/97
1/4/05
6/28/06
9/13/16 (revised)