

ADMINISTRATIVE REGULATION

No. 508

Board of Trustees Douglas County School District

STUDENTS

USE OF MEDICATIONS

The site administrator or designated representative shall supervise the procedures for self-administration of medication at school by students. District Health Services forms are to be used to help manage the use of medication by students. The authorized procedures include the following:

Students - Prior to prescribed medication being taken by any student at school during school hours or at school-sponsored activities, documentation from the attending physician and the parent/guardian shall be filed with the site administrator, or designated representative, on the appropriate District [forms](#). This documentation shall include written information from the physician detailing the method, amount, and time schedules for such medication to be given, and a written statement from the student's parent/guardian on forms provided by the District, indicating the desire for the District to assist the student. The teacher(s) of any such student shall be made aware of the possible reactions to the prescribed medication and will observe and immediately report any such observations to the school Health Services personnel.

The parent/guardian must deliver the prescribed medication to the school office in an original container. The container shall be labeled with the name of the student, the medication, the dosage, and the time schedule. No more than five days' supply shall be received in a school at any one time unless special arrangements are made. The parent/guardian shall notify the site administrator or school Health Services personnel of any change in the medication regimen. The Health Services personnel or other designated school personnel shall be present to assist the student with the medication and to initial the card indicating when the student received the medication.

Special Education Students - A parent/guardian of a student attending Special Education classes shall deliver medication for such student to the school. Health Services personnel, or designated representative, will more actively supervise ingestion of prescribed medication by these students. Health Services personnel, or designated representative, will store such medication securely, remove proper dosage from containers at proper times, and give medication to the Special Education student, being sure it is actually ingested.

Prescribed medication received at a school shall be kept in a locked cabinet in the Health Services office or in the site administrator's office along with a log, which has the student's name, medication, dosage, and time schedule noted. The Health Services personnel or other designated school personnel shall be present to assist the

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student with the medication and to initial the card indicating when the medication was received by the student.

Medication at Home - As part of the enrollment process the principal shall inform parents/guardians that they should notify the site administrator or Health Services personnel of any medication being taken at home for temporary and non-episodic conditions (such as sore throat and infection). By making the Health Services personnel aware of the illness, they will be able to observe any adverse reactions to the medication.

Staff Consultation - The site administrator or Health Services personnel may, with the consent of the parent/guardian, communicate with the physician concerning the student and the medication. The site administrator or Health Services personnel may confer with the site personnel regarding the possible effects of the medication on the student's physical, intellectual or social behavior including possible behavioral indices or adverse side effects of omission or overdose of such medication and provide training for the administration of medication.

Health Issues - Some students are required by their individual health practitioner to take over-the-counter or prescribed medications. These students will have on file permission forms signed by the doctor and/or parent. This form, Medication Assistance Request, will be copied for district employees such as teachers, coaches, advisors, and classified staff. Appropriate doses of the prescription or over the counter medication will be given to the district employee for his/her first aid kit for use on games/events away from his/her school. The district employee will make the medication available for the student at the designated time. Students may not possess their own medications, with the exception of Epi pens and inhalers. They may carry their own Epi pens and inhalers with their doctor's written and signed consent.

If a student is injured during a game/event/meet, the district employee must complete a "Student Accident Report." This completed report is given to the school nurse on the next school day.

[See Policy related to this Administrative Regulation](#)

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