

ADMINISTRATION OF MEDICATION

POLICY:

Under normal circumstances, all student medications, both prescription and over-the-counter (OTC) medications, should be administered before and/or after school hours under supervision of the parent/guardian. When it is necessary for a student to receive prescription or OTC oral medication, topical medication, eye drops, ear drops, or nasal spray at school or at school-sponsored events, the parent/guardian must submit a written parental request and a written authorization form from a licensed healthcare practitioner (LHP), prescribing within the scope of his or her prescriptive authority. If the medication will be administered for more than fifteen consecutive workdays, the LHP must also provide written, current, and unexpired instructions for the administration of the medication.

The superintendent will establish procedures for required and proper:

- A. Designating staff members who may administer medication to students;
- B. Training, delegation, and supervision of staff members in the administration of medication to students by a registered nurse (RN), including oral medication, topical medication, eye drops, ear drops, and/or nasal spray;
- C. Obtaining signed and dated parent/guardian and LHP request and authorization for the administration of medications, including instructions from the LHP if the medication is to be given for more than fifteen (15) days;
- D. Transporting medications to and from school;
- E. Storing medication in a locked or limited access area;
- F. Labeling medication;
- G. Administering of medication, including identification of student and medication;
- H. Documenting administration of medication, including errors, reactions, or side effects;
- I. Disposing of medications;
- J. Maintaining records pertaining to the administration of medication;
- K. Maintaining student confidentiality
- L. Permitting, as appropriate, possession and self-administration of medications necessary for student school attendance;
- M. Permitting possession and self-administration of over-the-counter topical sunscreen products (see Sunscreen Section below); and
- N. Reviewing and evaluating of medication practices and documentation

Except for limited situations, no school staff other than a RN or licensed practical nurse (LPN) may administer suppositories, rectal gels, or injections (except for emergency injections for students with anaphylaxis, as stated in School District Policy and Procedure 5461 - Self-Administration of Asthma and Anaphylaxis Medication and School District Policy and Procedure 5462 - Anaphylaxis Prevention and Response). In some situations, a parent designated adult (PDA) may administer certain injections.

If the school decides to discontinue administering a student's medication, the superintendent or designee must provide notice to the student's parent/ guardian orally and in writing prior to the discontinuance. There must be a valid reason for the discontinuance that does not compromise the health of the student or violate legal protections for the disabled.

Sunscreen

Over-the-counter topical sunscreen products may be possessed and used by students, parent/guardians, and school staff without a written prescription or note from a licensed health care provider if the following conditions are met:

- A. The product is regulated by the US Food and Drug administration as an over-the-counter sunscreen product; and
- B. If possessed by a student, the product is provided to the student by a parent/guardian.

Medical Use of Cannabis-Infused Products:

Washington State laws (RCW 69.51A.060 and 28A.210.325) permit the medical use of cannabis-infused products, however, federal law (Title IV-Part A—Safe and Drug Free Schools and Communities and the Controlled Substances Act (CSA) (21 U.S.C. § 811)) prohibits the possession and use of cannabis on the premises of recipients of federal funds including educational institutions. School nurses may not administer cannabis. See 5475.7 – Parental Administration of Cannabis-Infused Products for Medical Purposes, regarding parental administration of medical cannabis-infused products on school grounds, school bus, and school-sponsored activities.

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| Cross References: | 5461 – Self-Administration of Asthma and Anaphylaxis Medications 5462 - Anaphylaxis Prevention and Response 5475.7 - Parental Administration of Cannabis-Infused Products for Medical Purposes |
| Legal References: | RCW 28A.210.260 Public and private schools - Administration of medication — Conditions RCW 28A.210.270 Public and private schools — Administration of medication — Immunity from liability — Discontinuance, procedure |

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PROCEDURES:

1. Lake Stevens students may either self-medicate or have access to their medication in the office for administration in accordance with this policy.
2. Definitions.

“Medication” shall mean oral medication, topical medication, eye or ear drops and nasal spray. This definition DOES NOT include over-the-counter topical sunscreen products regulated by the US Food and Drug Administration (see Sunscreen section below). Oral medications are administered by mouth either by swallowing or by inhaling and may include administration by mask if the mask covers the mouth or mouth and nose.

“Licensed professional” means a physician or registered nurse licensed pursuant to Chapter 18.71 or 18.88 RCW.

“Designated personnel” means those school district employees described in Section 4 below.

3. Training and Supervision. The District shall designate a licensed professional to train designated personnel in proper medication procedures. Only designated personnel who have received such training shall administer medication.
4. Designated Personnel. The following personnel are designated to administer medication:
 - 4.1 The school nurse.
 - 4.2 The building administrators.
 - 4.3 Two other staff members in each building, identified by the school nurse and/or principal.
5. Parent and Physician/Dentist Requests and Instructions. Designated personnel shall administer medication to students only when the District is:
 - 5.1 In receipt of a written, current, and unexpired request from the parent, legal guardian, or other person having legal control over the student to administer the medication to the student (Medication Authorization Form 5475.2 F-1 should be completed).
 - 5.2 In receipt of a written, current, and unexpired request from a

licensed physician or dentist to administer the medication along with instructions for such administration. Such request shall state that it is necessary for the District to administer medication to the student to permit the student to attend school. Instructions should:

- I. State that the student suffers from a health condition which may result in an emergency;
 - II. Identify the drug, the mode of administration, and the dose;
 - III. Indicate when the medication will be administered based on anticipated or actual symptoms; and
 - IV. Recommend follow-up after administration, administration of additional medications, transport to hospital;
- 5.3 Parent and physician/dentist requests and instructions shall be considered current and unexpired for a maximum period of one (1) year, but shall in no event be valid from one school year to the next.
- 5.4 Medication must be in original prescriptive container and labeled with student's name, name of medication, dosage, time to be administered, and expiration date.
- 5.5 The parent shall agree in writing that because of the schedule and other responsibilities it is permissible for a dosage(s) to be delayed or missed.
- 5.6 If the parent refuses to accept any of the above conditions, the District shall reject the request to administer the medications at school.
6. Procedures for Administration of Medication. In addition to complying with all other requirements set forth in this policy, designated personnel shall:
- 6.1 Collect the medication directly from the parent/guardian (students should not transport medication to and from school except for medications needed for the treatment of medical emergencies). Collect a medication request and authorization form properly signed by the parent/guardian and by the LHP including instructions from the LHP if the medication is to be administered for more than fifteen consecutive days.
 - 6.2 Administer medication in substantial compliance with the prescription and written instructions of the physician or dentist and parent.

- 6.3 Examine the medication before administration to determine if it appears to be in the original container and is properly labeled.
 - 6.4 Keep an accurate record of all medication administered. If a dose is missed, note the reason, e.g. "absent." This record must be kept for 8 years.
 - 6.5 Medications may not be given after the date specified on the authorization form or the expiration date on the label.
 - 6.6 Report medication errors to the school nurse immediately.
7. Safekeeping of Medication. Designated personnel shall assure safekeeping of medication by:
 - 7.1 Storing medication in the original container.
 - 7.2 Locking the storage cabinet/drawer in which medication is kept.
 - 7.3 Keeping no more than a one-month supply of medication at school at one time.

Only designated personnel shall have access to medication storage cabinets/drawers.
 8. No medication shall be administered by injection by unlicensed school staff except when a student is susceptible to a life-threatening anaphylactic condition consistent with Policy and Procedure 5461 – Self-Administration of Asthma and Anaphylaxis Medications and Policy and Procedure 5462 - Anaphylaxis Prevention and Response when acting as a parent designated adult for students with diabetes, or when acting as a designated trained responder for opioid overdose reversal medication administration consistent with Policy and Procedure 5478 – Opioid Related Overdose Reversal. Parents will be notified if the medication is administered.
 9. Procedures for Self-Administration of Medications.
 - 9.1 In a situation when parent, physician, principal and school nurse believe it is in the best interest of the student to carry medication, the medication is to be accompanied by written permission from the health care practitioner (HCP) prescribing the medication for use during school hours, indicating the name and dosage of the medication and the dates and times to be administered.
 - 9.2 The student has to demonstrate to the HCP/designee and the school nurse, the skill level necessary to use the medication and any device necessary to administer the medication as prescribed.

- 9.3 It is the responsibility of the parent to inform the principal or school nurse, in writing, that the child will be self-medicating and provide any written documentation the school requires.
- 9.4 While attending school, except in the case of multi-dose devices (like asthma inhalers) students are not permitted to carry more than one day's dosage of any medication, whether prescription or over the counter. 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.

10. Transporting Medications/Maintaining School Supply.

- 10.1 Parents/guardians are responsible for transporting the supply of any medication to school to be administered by school personnel.
- 10.2 Upon delivery of supply of medication to school, the parent/guardian and designated school personnel will count the medication and record the number of pills or amount of liquid medication received, with initials and date received, on the medication log. It is preferable to have two people count and initial. Counting of controlled substances at least weekly as recommended by the Board of Pharmacy. On weekly medication counts, the nurse must have assistance and a witness to the actual count of the medications.

11. Sunscreen.

Over-the-counter topical sunscreen products may be possessed and used by students, parents, and school staff, without a written prescription or note from a licensed health care provider, if the following conditions are met:

- A. The product is regulated by the US Food and Drug Administration as an over-the-counter sunscreen product; and
- B. If possessed by a student, the product is provided to the student by their parent or guardian.

Students who possess over-the-counter topical sunscreen products that meet the above criteria may carry up to 8 ounces at a time, preferably with the container in a plastic bag.

Violations of any conditions placed on the student permitted to carry and/or self-administer his or her own sunscreen products may result in confiscation and termination of that permission, as well as the imposition of discipline when appropriate.

School staff may assist students in application of sunscreen products in certain circumstances and in the presence of another staff member. The appropriate staff member will take into account the age, maturity, and capability of the student, the need for the application of the sunscreen, and other issues relevant in the specific case, before assisting students in application of sunscreen products at school or during school-sponsored events. However, staff members are not required to assist students in applying sunscreen.

12. Discontinuance of Medication.

The District is not required by RCW 28A.210.260, to administer medication to students. In any case, where the District, in the exercise of its discretion, determines to discontinue administering medication to a student, the principal, school nurse, or designee shall notify the parent, guardian, or person having control over the student in advance of the date of such discontinuance.