

EARLY CHILDHOOD AND LOWER SCHOOL**Policy on the Administration of Medication to Students****Policy**

Parents/guardians have the primary responsibility for the administration of medication to their children. **The administration of medication to students during the school day is discouraged, unless the medication is absolutely necessary and critical to the health of the student.** Administration of medication to students is subject to state agency recommendations (e.g., Illinois Department of Professional Regulation, Illinois Department of Public Health, and Illinois State Board of Education).

Procedures and Guidelines

1. **Medication Authorization Form:** School personnel shall not administer prescription medication to a student without a signed medication authorization form uploaded to SchoolDoc. The school nurse reviews the written authorization, and consults with the parent/guardian, licensed prescriber or pharmacist for additional information as necessary. Authorization and any subsequent changes includes:
 - A. Licensed medical doctor authorized to practice medicine in the United States, Doctor of Osteopathic Medicine, Advanced Practice Nurse, Physician's Assistant, Dentist, or Doctor of Podiatric Medicine written prescription
 - B. Student name, medication name, dosage and date of order
 - C. Administration instructions (route, time or intervals, duration of prescription)
 - D. Reason/intended effects and possible side effects
 - E. Parent/guardian written permission

2. **Appropriate Containers:** Medication and refills are to be provided in containers, which are:
 - A. Prescription labeled by a pharmacy or licensed prescriber displaying Rx number, student name, medication, dosage, and directions for administration, date and refill schedule, and pharmacy name.
 - B. Manufacturer labeled, non-prescription over-the-counter medication (OTC).
 - C. **Medication will NOT be collected from a plastic bag, envelope, or unmarked container.**

3. **Administration of Medication** will be by a Registered Nurse or designated school employee in the absence of a nurse. Parents/guardians must provide advance notification in writing to nurse@ucls.uchicago.edu for medications required on field trips or other off campus activities. Other certified school personnel may also volunteer to assist in medication administration and may be given instructions by the

nurse. If no volunteer is available, the parent/guardian must make arrangements for administration. The nurse or Lab administrator retains the discretion to deny requests for administration of medication.

4. **Self-Administration:** A student may self-administer medication at school and school-tied activities if ordered by their medical provider. For “as needed” medications such as those taken by students with asthma or allergies, the physician *may* also order that the student carry the medication on their person for their own discretionary use according to medical instruction. No daily documentation will be possible in this case. Self-administration privileges may be withdrawn if a student exhibits behavior indicating lack of responsibility toward self or others with regards to medication. Parent/guardian signature on the medication form acknowledges that “the school district is to incur no liability, except for willful and wanton conduct, as a result of any injury arising from the self-administration of medication by the pupil and that the parents/guardians indemnify and hold harmless the school district and its employees and agents against any claims, except a claim based on willful and wanton conduct, arising out of the self-administration of medication by the pupil.” (Reference IL PA92-0402)
5. **Stock Medications:** Over the counter (OTC) medications listed in SchoolDoc are kept in stock at school as a courtesy to students. A completed OTC Medication Authorization Form must be on file to administer. In an urgent situation, a one-time dose may be given with written or verbal parent permission. No further doses will be provided without the completed form on file in SchoolDoc.
6. **Storage and Record Keeping:** Medication will be stored in a locked cabinet. Each dose will be recorded in the student’s individual health record within SchoolDoc.
7. **Documentation, Changes, Renewals, and Other Responsibilities:** Medical orders pertaining to medication (changes to a medication, new medication, parent permission, renewals, etc.), may be emailed to the nurses office at nurse@ucls.uchicago.edu. It is the responsibility of the parent/guardian to ensure that:
 - All medications are accompanied by a signed medical order;
 - Required medications are brought to school in the original packaging;
 - To observe expiration dates and provide the nurses office with refills, when needed;
 - To inform the nurse of any significant changes in medication or the student’s health in writing in the form of a physician signed medical order.

Medication remaining at the end of the school year will be discarded if not retrieved by the parent/guardian. OTC and prescription medication orders must be renewed each school year.

8. **Homeopathic Medicine:** Homeopathic medicines are not FDA approved and may not be administered in school, even with a medical order. A parent/guardian may come to school to administer. This must be pre-arranged with the student's teacher and the school nurse via email.
9. **Medication Refusal:** A student has a right to refuse medication. The nurse has an obligation to honor medication refusal and cannot force or coerce a student into taking medication for any reason. Refusal will be documented and shared with the parent. Nurses also reserve the right to refuse to administer medication and should communicate the reasons why to the parents or prescriber.
10. **Medication Storage:**
- Emergency medications such as seizure medication, epinephrine, narcan, glucagon, and inhalers are stored in the nurse's office.
 - OTC medicine is stored in the locked nurses office or cabinet.
 - Prescription medications are stored in a locked medication cabinet in the nurse's office.
 - When the nurse's office is closed for the day, the exam room will be locked. Stock epinephrine will be available in the waiting room. The door of the waiting room will be unlocked after school/late day hours.
 - Medications requiring refrigeration will be stored in the nurse's office refrigerator.
14. **Medication Disposal:**
- Expired medication will be discarded per Illinois Environmental Protection Agency recommendations.
 - All prescription and non-prescription medications provided by parents/guardians must be picked up by a parent or guardian at the end of the school year. Medications may be returned to a student's backpack with written or verbal parent permission.
 - Unclaimed medications will be disposed of or taken to a local drop center.
 - All medication needles will be disposed of in a sharps container. Containers will be taken to the University of Chicago Medical Center once capacity is reached and placed in a sharps drop collection.
15. **Self-Carry of Emergency Medicines:**
105 ILCS 5/22-30 Public Acts 97-0361 and 98-0795
By law, students diagnosed with a life-threatening condition such as asthma, food allergies/allergies to insect stings, to self-carry and self-administer emergency medications, if necessary. Self-carry does not always imply self-administration. A student may self-administer these medications if knowledgeable and properly trained. Parents/guardians must provide the school with written authorization and a signed

statement acknowledging the school's limited liability. The medication must include the prescription label containing the name of the medication, prescribed dosage, and the time at which/circumstances for administering.

16. Administration of Opioid Antagonist:

NARCAN (naloxone) nasal spray is an opioid reversal medicine that can be administered to save lives in the event of an opioid overdose. Examples of opioids include opium, morphine, codeine, demerol, hydrocodone, oxycodone, heroin, fentanyl, carfentanil, methadone, and tramadol. The Illinois Drug Overdose Prevention Program Law (PA 096-0361, 2010) empowers **non-medical professionals, including family, friends, and other community members**, to administer naloxone to prevent a fatal opioid overdose without risking any civil or criminal liability. Further, the Illinois "Good Samaritan Law" allows for individuals to seek emergency medical assistance for an overdose *without risk of criminal liability for possession of an illegal substance*. Narcan will not work as a reversal for stimulants, alcohol or benzodiazepines.

17. Controlled Substances:

Administration of scheduled drugs during the school day will be restricted to two Schedule II ADHD medications: Methylphenidate & Amphetamine. Controlled substances will be administered by the Registered Nurse, unless the nurse is absent or unavailable due to other priorities, to which med administration would be delegated to a trained designee. Parents/guardians must deliver controlled substances in person, and the nurse will verify the amount of medication in the bottle with the parents/guardians. Parents are responsible for picking up any unused medication at the end of the school year. Unused medication that is not retrieved will be disposed of in a local drop off location that accepts controlled substances. All controlled substances are excluded from self-administration and self-carry.