

*Little Falls Community Schools Policy 516*

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## **516 STUDENT MEDICATION**

### **I. PURPOSE**

The purpose of this policy is to set forth the provisions that must be followed when administering non-emergency prescription medication to students at school.

### **II. GENERAL STATEMENT OF POLICY**

- A. The school district acknowledges that some students may require prescribed medication or drugs during the school day. The school district's licensed school nurse, licensed practical nurse, trained health associate, trained secretary, principal, or teacher will administer prescribed and over-the-counter medications, except any form of medical cannabis, in accordance with law and school district procedures.

### **II. REQUIREMENTS**

- A. The administration of prescription medication or drugs at school requires a completed signed request from the student's parent and signed order from physician/health care provider. A physician's order and written parental request is required for the administration of prescription medications during school hours, as well as for nonprescription medications for students in grades KG through 5th. Such an order shall state any unique administration procedure, if appropriate. Such an order shall also include: reduced to writing within two school days, provided that the school district may rely on an oral request until written request is received.

#### **B. Prescription medications**

- a. A signed physician's order and a written parental request will be needed for the administration of prescription medications during school hours. No prescription medication will be given without a doctor's order.
- b. The doctor's order for prescription medications must include:
  - i. The student's name
  - ii. The name and nature of the medication

- iii. The individual dosage
  - iv. The specific frequency with which the medication is to be administered
  - v. The length of time for which the medicine is prescribed – no longer than for the current school year
  - vi. Potential side effect of the medication
  - vii. Any specific instruction or procedures for the administration of the particular medication to the student
  - viii. The prescribing doctor's name and phone number to contact in the event of adverse side effects or missed doses
- c. All prescription medication must come to school in the original container labeled for the student by a pharmacist in accordance with law, and must be administered in a manner consistent with the instructions on the label.
  - d. First dose of any new medication must be administered at home.
  - e. The school nurse may request to receive further information about the prescription, if needed, prior to administration of the substance.

**C. Non-prescription medications**

- a. FDA approved over the counter (OTC) medications may be given with parent permission without a doctor's note for secondary students. Parent permission and physician permission is necessary for primary students to receive OTC medications. Non-prescription medications must come to school in the original properly labeled container, which clearly identifies the medication and proper dosages and may not be expired. Dosage may not exceed that which is recommended on the label. Parents/guardians will be responsible to provide non-prescription medications directly to the school. The district will not provide these medications for students.
- b. A secondary student may possess and use nonprescription medication in a manner consistent with the labeling, if the school district has received written authorization from the student's parent/guardian to self-administer the medication. The parent or guardian must submit written authorization for the student to self-administer the medication each school year and the student must complete the self-carry agreement portion of the form with the school nurse who makes the final determination about whether or not the student may possess and/or self-administer. The school district may revoke a student's privilege to possess and use nonprescription pain relievers if the school district determines that the student is abusing the privilege. The provision does not apply to the possession or use of any drug or product containing ephedrine or pseudoephedrine as its sole active ingredient or as one of its active ingredients. Except as stated in this paragraph, only prescription medications are governed by this policy.

- c. Over the counter medications must come in the original container.
- D. The appropriate “Medication Administration Authorization” form must be completed once per school year and/or when a change in the prescription or requirements for administration occurs. Prescription medication as used in this policy does not include any form of medical cannabis as defined in Minn. Stat. 152.22, Subd. 6.
- E. The school must be notified immediately by the parent or student 18 years or older in writing of any change in the student’s prescription medication administration. A new medical authorization and container label with new pharmacy instructions shall be required immediately as well.
- F. For drugs or medicine used by children with a disability, administration may be as provided in the IEP, Section 504 plan, or IHP.

### **III. SPECIFIC EXCEPTIONS**

- 1. Special health treatments and health functions such as catheterization, tracheostomy suctioning, and gastrostomy feedings do not constitute administration of drugs or medicine;
- 2. Emergency health procedures, including emergency administration of drugs and medicine are not subject to this policy;
- 3. Drugs or medicine provided or administered by a public health agency to prevent or control an illness or a disease outbreak are not governed by this policy. However, parental consent must still be received before said drugs or medicines not governed by this policy may be administered to a minor child;
- 4. Drugs or medicines used at school in connection with services for which a minor may give effective consent are not governed by this policy. However, parental consent must still be given, allowing their minor child to consent for treatment of drugs or medicines used at school in connection with services not governed by this policy;
- 5. Drugs or medicines that are prescription asthma or reactive airway disease medications can be self-administered by a student with an asthma inhaler if:
  - a. The school district has received a written authorization from the pupil’s parent/guardian and physician permitting the student to self-administer the medication;
  - b. The inhaler is properly labeled for that student; and
  - c. The parent has not requested school personnel to administer the medication to the student.

The parent must submit written authorization for the student to self-administer the medication each school year. In a school that does not have a school nurse or school nursing services, the student's parent/guardian must submit written verification from the prescribing professional, which documents that an assessment of the student's knowledge and skills to safely possess and use an asthma inhaler in a school setting has been completed. If the school district employs a school nurse or provides school nursing services under another arrangement, the school nurse or other appropriate party must assess the student's knowledge and skills to safely possess and use an asthma inhaler in a school setting and enter into the student's school health record a plan to implement safe possession and use of asthma inhalers.

6. Medications:
  - a. That are used off school grounds;
  - b. That are used in connection with athletics or extracurricular activities; or
  - c. That are used in connection with activities that occur before or after the regular school day are not governed by this policy.
7. At the start of each school year or at the time a student enrolls in school, whichever is first, a student's parent, school staff, including those responsible for student health care, and the prescribing medical professional must develop and implement an individualized written health plan for a student who is prescribed epinephrine auto-injectors or insulin that enables the student to:
  - a. Possess epinephrine auto-injectors or insulin; or
  - b. If the parent and prescribing professional determine the student is unable to possess the epinephrine, have immediate access to epinephrine auto-injectors or insulin in close proximity to the student at all times during the instructional day.

The plan must designate the school staff responsible for implementing the student's health plan, including recognizing anaphylaxis and administering epinephrine auto-injectors when consistent with the law. This health plan may be included in the student's 504 plan.

8. A student may possess and apply a topical sunscreen product during the school day while on school property or at a school-sponsored event without a prescription, physician's note, or other documentation from a

licensed health care professional. School personnel are not required to provide sunscreen or assist students in applying sunscreen.

#### **IV. DELIVERY AND STORAGE OF MEDICATIONS**

- A. The student's parent/guardian shall deliver any medication to be administered by school personnel. In the event this is not practical, the parent/guardian will contact the school in order to make alternative arrangements. Controlled substances are never to be carried or delivered by students.
- B. Medications are NOT to be carried or kept with the student but left with the appropriate school district personnel. Exceptions to this requirement are prescription asthma medication, self-administered with an inhaler, insulin for the independent diabetic, self-administered Epi-Pens, and medications administered as noted in a written agreement between the school district and the parent or as specified in an IEP (individual education plan), Section 504 plan, or IHP (individual health plan). (See part III-5 above).
- C. All medications will be kept in a locked box or locked cabinet in the school nurse's office. Exceptions to this would be medications carried by secondary students with the standards met as listed above and self-administered medications such as an inhaler or Epi-Pen.

#### **V. RECORD KEEPING**

- A. The school nurse or other designated person shall be responsible for the filing of the "Authorization to Administer Medication" form in the health records section of the student file. The school nurse or other designated person shall be responsible for providing a copy of such form to the principal and to other personnel designated to administer the medication.

#### **VI. TRAINING AND SUPERVISION OF STAFF**

- A. Medication may be administered during the school day by licensed medical personnel acting within the scope of their licenses. All unlicensed personnel (principals, teachers, education technicians, school secretaries, coaches, bus drivers, ect.) who administered medication must receive training before being authorized to do so.
- B. The school nurse will evaluate the unlicensed person's skill and document successful completion of training.
- C. Training will take place at the beginning of the school year and throughout the year if need be.
- D. Supervision and monitoring of medication will be the responsibility of the school nurse.

- E. The district or school will conduct annual education regarding the use of epinephrine auto-injectors. Education to staff will include the ability to recognize the symptoms of anaphylaxis and administration of the life-saving medication epinephrine (pediatric and adult dose) while quickly summoning emergency care.

**VII. ADMINISTRATION OF MEDICATION DURING OFF-CAMPUS FIELD TRIPS AND SCHOOL SPONSORED EVENTS DURING SCHOOL HOURS**

- A. The school will accommodate students requiring administration of medication during field trips.
- B. The school nurse, principal, and as appropriate, the school unit's Section 504 Coordinator, will determine whether an individual student's participation is contraindicated due to the unstable/fragile nature of his/her health condition, the distance from emergency care that may be required, and/or other extraordinary circumstances. The student's parent and primary care provider will be consulted in making this determination.
- C. The parent must provide the appropriate number of doses needed for the duration of the field trip or school-sponsored event.
- D. When there are no contraindications to student participation, an appropriately trained staff member will be assigned to administer medication. If practical, the parent will be encouraged to accompany the student, to care for and administer medication.
- E. In regards to field trips, the school supplied epinephrine auto-injectors will remain at the school where the majority of the children are. Individuals with prescribed epinephrine auto-injectors will have those sent with on field trips.
- F. Refer to Policy 610A: Field Trip/Extended Travel Medication Administration Procedure for further responsibilities.

**VII. DISTRICT AND SCHOOLS OBTAINING AND POSSESSING EPINEPHRINE AUTO-INJECTORS**

- A. Districts and schools may obtain and possess epinephrine auto-injectors to be maintained and administered by school personnel to a student or other individual if, in good faith, it is determined that person is experiencing anaphylaxis regardless of whether the student or other individual has a prescription for an epinephrine auto-injector per Minn. Stat. 121A.2208 and Minn. Stat. 121A.2207. The administration of an epinephrine auto-injector in accordance with this section is not the practice of medicine.
- B. A district or school may enter into arrangements with manufacturers of epinephrine auto-injectors to obtain epinephrine auto-injectors at fair-market, free, or reduced prices. A third party, other than a manufacturer or supplier, may pay for a school's supply of epinephrine auto-injectors.

## **VIII. PROCEDURE REGARDING UNCLAIMED DRUGS OR MEDICATIONS**

- A. The school district has adopted the following procedure for the collection and transport of any unclaimed or abandoned prescription drugs or medications remaining in the possession of school personnel in accordance with this policy. Before the transportation of any prescription drug or medication under this policy, the school district shall make a reasonable attempt to return the unused prescription drug or medication to the student's parent or legal guardian. Transportation of unclaimed or unused prescription drugs or medications will occur at least annually, but may occur more frequently at the discretion of the school district.
- B. If the unclaimed or abandoned prescription drug is not a controlled substance as defined under Minnesota Statutes section 152.01, subdivision 4, or is an over-the-counter medication, the school district will either designate an individual who shall be responsible for transporting the drug or medication to a designated drop-off box or collection site or request that a law enforcement agency transport the drug or medication to a drop-off box or collection site on behalf of the school district.
- C. If the unclaimed or abandoned prescription drug is a controlled substance as defined in Minnesota Statutes section 152.01, subdivision 4, the school district or school personnel is prohibited from transporting the prescription drug to a drop-off box or collection site for prescription drugs identified under this paragraph. The school district must request that a law enforcement agency transport the prescription drug or medication to a collection bin that complies with Drug Enforcement Agency regulations, or if a site is not available, under the agency's procedure for transporting drugs.

## **IX. DEVELOPMENT OF POLICY**

- A. Procedures for administration of drugs and medication at school and school activities shall be developed in consultation with a school nurse, a licensed school nurse, or a public or private health organization or other appropriate party (if appropriately contracted by the school district under Minn. Stat. 121A.21). The school district administration shall submit these procedures and any additional guidelines and procedures necessary to implement this policy to the school board for approval. Upon approval by the school board, such guidelines and procedures shall be an addendum to this policy.

Legal References:

Minn. Stat. 13.32 (Student Health Data)

Minn. Stat. 121A.21 (Hiring of Health Personnel)

Minn. Stat. 121A.22 (Administration of Drugs and Medicine)

Minn. Stat. 121A.221 (Possession and Use of Asthma Inhaler 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. 121A.223 (Possession and Use of Sunscreen)

Minn. Stat. 151.212 (Label of Prescription Drug Containers)

Minn. Stat. 152.22 (Medical Cannabis; Definitions)

Minn. Stat. 152.23 (Medical Cannabis; Limitations)

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: MSBA/MASA Model Policy 418 (Drug-Free Workplace/Drug-Free School)