

Medication at School

Under normal circumstances prescribed and over-the-counter medication should be dispensed before and/or after school hours under supervision of the parent or guardian.

If a student must receive prescribed or over-the-counter oral or topical medication, eye drops or ear drops, or nasal spray (“medications”) from an authorized staff member, the parent must submit a written authorization accompanied by a written request from a licensed health professional prescribing within the scope of his or her prescriptive authority. Oral medications are administered by mouth either by swallowing or by inhaling, including through a mask that covers the mouth or mouth and nose. If the medication will be administered for more than fifteen consecutive days, the health professional must also provide written, current and unexpired instructions for the administration of the medication.

The superintendent will establish procedures for:

- A. Delegating training and supervision of staff members in the administration of prescribed or non-prescribed medication to students by a physician or registered nurse, including oral medication, topical medication, eye drops, ear drops, and/or nasal spray;
- B. Designating staff members who may administer prescribed or non-prescribed medication to students;
- C. Obtaining signed and dated parental and health professional request for the dispensing of prescribed or non-prescribed oral medications, including instructions from the health professional if the medication is to be given for more than fifteen (15) days;
- D. Storing prescribed or non-prescribed medication in a locked or limited access facility;
- E. Maintaining records pertaining to the administration of prescribed or non-prescribed medication; and
- F. Permitting, under limited circumstances, students to carry and self-administer medications necessary to their attendance at school.

Except for limited situations, no school staff other than a registered nurse (RN) or licensed practical nurse (LPN) may administer suppositories, rectal gels, or injections (except for emergency injections for students with anaphylaxis, as stated in Policy 3419 Self-Administration of Asthma and Anaphylaxis Medications and Policy 3420 Anaphylaxis Prevention and Response). In some situations, a parent designated adult (PDA) may administer certain injections.

If the district decides to discontinue administering a student’s medication, the superintendent or designee must provide notice to the student’s parent or 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.

Cross References: Policy [3419](#)
 Policy [3420](#)

Self-Administration of Asthma and
Anaphylaxis Medications
Anaphylaxis Prevention and Response

Legal References:

[RCW 28A.210.260](#)

Public and Private Schools —
Administration of Oral Medication
by — Conditions

[RCW 28A.210.270](#)

Public and Private Schools —
Administration of Oral Medication
by — Immunity from Liability—
Discontinuance, Procedure

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