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## **516 STUDENT MEDICATION**

### **I. PURPOSE**

To set forth the requirements that must be followed when administering prescription and non-prescription medication to students at school.

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

The school district acknowledges that some students may require drugs or medications during the school day. The school district's Licensed School Nurse, trained health assistant, principal, teacher, or other designated staff will administer medications in accordance with law and school district procedures.

### **III. REQUIREMENTS**

- A. The administration of prescription and non-prescription medications requires a complete, and signed medical authorization/consent form from the student's parent/guardian and the licensed health care provider. A licensed health care provider's verbal order must be converted to a written order within two school days for medication administration to continue.
- B. Consent Form for Administration of Medication During the School Day form must be completed annually (at the start of every school year, or when a new student enrolls) and/or when a change in the prescription or requirements for administration of the medication 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.
- C. Prescription and non-prescription medication must come to school in the original container. Prescription medication must be 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. Expired medication will not be accepted or administered by health services staff.
- D. Health Service Staff may request to receive further information about the prescription, if needed, prior to administration of the substance.
- E. Prescription medications are not to be carried by the student, but will be secured with the Health Service staff or appropriate school district personnel, who have received training and delegation. Exceptions to this requirement are: self-administered prescription medications such as an asthma inhaler or epinephrine

auto injector (See Part J.5.&6 below), or medications administered as noted in a written agreement between the school district and the parent/guardian or as specified in an Individualized Education Plan (IEP), Section 504 plan, Emergency Care Plan (ECP) or Individual Health Plan (IHP).

- F. The school must be notified immediately by the parent/guardian or student 18 years old or older in writing of any change in the student's prescription medication administration. A new medication authorization and container label with new pharmacy instructions shall be required immediately as well.
- G. For medications used by children with a disability, administration may be as provided in the IEP, Section 504 plan and in the Consent Form for Medication Administration at School, EHP or IHP.
- H. Health Service Staff or other designated staff, shall be responsible for the filing of the Consent Form for the Administration Of Medication During the School Day form in the health records section of the student file. Health Service Staff, or other designated staff, shall be responsible for providing a copy of such form to the principal and other designated staff to administer the medication.
- I. Procedures for administration of medication at school shall be developed in consultation with the Licensed School Nurse. 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.
- J. If the administration of a drug or medication described in this section requires the school district to store the drug or medication, the parent or legal guardian must inform the school if the drug or medication is a controlled substance. For a drug or medication that is not a controlled substance, the request must include a provision designating the school district as an authorized entity to transport the drug or medication for the purpose of destruction if any unused drug or medication remains in the possession of school personnel. For a drug or medication that is a controlled substance, the request must specify that the parent or legal guardian is required to retrieve the drug or controlled substance when requested by the school.
- K. Specific Exceptions:
  - 1. Special health treatments and health functions such as catheterization, tracheostomy suctioning, and gastrostomy feedings do not constitute administration of medication.
  - 2. Emergency health procedures, including emergency administration of medications are not subject to this policy;
  - 3. Medications provided or administered by a public health agency to prevent or control an illness or a disease outbreak are not governed by this policy;

4. Medications used at school in connection with services for which a minor may give effective consent are not governed by this policy;
5. Medications 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 permitting the student to self-administer the medication;
  - b. the inhaler is properly labeled for that student; and
  - c. the parent/guardian has not requested school personnel to administer the medication to the student.

The parent/guardian must submit written authorization for the student to self-administer the medication each school year.

The Licensed School Nurse 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. Nonprescription Medication. A secondary student may possess and use non-prescription medication in a manner consistent with the labeling, if the school district has received written authorization from the student's parent or guardian and health care provider permitting the student to self-administer the medication. The parent or guardian and health care provider must submit written authorization for the student to self-administer the medication each school year. The school district may revoke a student's privilege to possess and use non-prescription medication if the school district determines that the student is abusing the privilege. This 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.
8. Medical Cannabis: Schools may not use an individual's status as a registered medical marijuana patient as a reason to refuse enrollment. Possession or use of medical cannabis is not permitted in the following areas: on a school bus or van; on the grounds of any preschool, primary, or secondary school or at any school sponsored event or field trip. Parents and guardians are urged to discuss

with their licensed health care provider how to handle administering medical cannabis away from the school setting.

9. At the start of each school year or at the time a student enrolls in school, whichever is first, a student's parent/guardian, school staff, including those responsible for student health care, and the licensed health care provider must implement an individualized written health plan for a student who is prescribed epinephrine auto-injectors. The health plan must designate the school staff responsible for implementing the student's health plan, including recognizing anaphylaxis and administering epinephrine auto-injectors when required, consistent with state law. This health plan may be included in a student's 504 plan.

Implementation of the health plan enables the student to:

- a. possess epinephrine auto-injectors; or
  - b. if the parent/guardian and licensed health care provider determine the student is unable to possess the epinephrine, the student must have immediate access to epinephrine auto-injectors in close proximity to the student at all times during the instructional day.
10. 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 provider. School personnel are not required to provide sunscreen or assist students in applying sunscreen.
- L. "Parent" for students 18 years old or older is the student.
- M. 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. The administration of an epinephrine auto-injector in accordance with this section is not the practice of medicine.
- 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.
- N. Procedure regarding unclaimed drugs or medications.
1. 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.

2. If the unclaimed or abandoned prescription drug is not a controlled substance as defined under Minnesota Statutes § 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.
3. If the unclaimed or abandoned prescription drug is a controlled substance as defined in Minnesota Statutes § 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.

- 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 Inhalers 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. § 152.01 (Definitions)
  - 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:**
- District 77 Policy 418 (Drug-Free Workplace/Drug-Free School)
  - MDH: Minnesota Guidelines for Medication Administration in Schools Guideline #7.4
  - Minnesota Board of Nursing, Nurse Practice Act

# MANKATO AREA PUBLIC SCHOOLS

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School Health Service

## MEDICATION GUIDELINES

The administration of medication to students shall be done only in exceptional circumstances wherein the student's health may be jeopardized without it. Whenever possible administration of medicine should be done at home. (Medicine prescribed 3 times per day can be given before school, after school and bedtime.) **If a new medication is started, the first dose should be given at home.**

1. Administration of prescription and non-prescription medication by school personnel must only be done according to the written order of a licensed health care provider and written authorization of parent/guardian and Licensed School Nurse, regardless of student's age.
  - a. Mixed dosages in a single container will not be accepted for administration at school.
  - b. If a half tablet is required for a correct dosage, it is the parent/guardian's responsibility to provide pre-cut tablets for administration at school.
  - c. Altered forms of medication will not be accepted or administered at school.
  - d. Narcotics/medical cannabis will not be accepted or administered at school.
  - e. Aspirin-containing products will not be accepted or administered at school.
  - f. Only FDA approved treatments will be provided at school.
  
2. **All medication (prescription and non-prescription) should be brought to school by a parent/guardian in its original container.** The following information must be on the prescribed container label:
  - a. Student's full name
  - b. Name and dosage of medication
  - c. Time and directions for administration at school
  - d. Licensed Health Care Provider's name
  - e. Date (must be current).
  
3. New consent forms with the licensed health care provider and parent/guardian signatures must be received each school year.
  
4. A new medication consent form is required when the medication dosage or time of administration is changed.
  
5. **When a long term daily medication is stopped, a physician/licensed prescriber's order is requested.**
  
6. Prescription Medication will be kept in a locked cabinet in the school health office unless authorized by the Licensed School Nurse and must not be carried by the student.
  
7. Students with severe allergies who may need their epinephrine auto-injector during the school day will be allowed to self-manage, carry and be responsible for administration of their epinephrine auto-injector with written consent of a physician/licensed prescriber and parent/guardian and in agreement with the Licensed School Nurse.
  
8. Students with asthma who need to use their inhaler during the school day will be allowed to self-manage, carry, and be responsible for the administration of their inhaler with written consent of their physician/licensed prescriber and parent/guardian and in agreement with the Licensed School Nurse.

9. Secondary students (grades 6 – 12) may carry and administer their own nonprescription medication with written consent of a licensed healthcare provider, parent/guardian and in agreement with the Licensed School Nurse. This applies to all secondary students, regardless of age. The student will be required to sign a student agreement form. The district may revoke a student's privilege to possess and use non-prescription medication if the district determines that the student is abusing the privilege. This provision does not apply to the possession or use of any drug or product containing ephedrine or pseudoephedrine, aspirin, or medical cannabis.
10. Special arrangements must be made with the Licensed School Nurse concerning administration of medication to students with disabilities through gastrostomy tubes, rectal, injectable or oral routes.

CONSENT FORM FOR ADMINISTRATION OF MEDICATION DURING THE SCHOOL DAY

\*\*\*TO BE RENEWED EACH SCHOOL YEAR\*\*\*

(If you need assistance completing this form, contact the Licensed School Nurse)

\*\*\*Before any medication is administered by school personnel this form must be completed and on file with the school health office.\*\*\*

Student Name \_\_\_\_\_ Birth date \_\_\_\_\_

School \_\_\_\_\_ Grade \_\_\_\_\_ Teacher \_\_\_\_\_ School Year \_\_\_\_\_

**PHYSICIAN/LICENSED PRESCRIBER ORDER**

I have prescribed the following medication for this child and request the dosages given during school hours be administered by school personnel.

MEDICATION:: \_\_\_\_\_ Dosage: \_\_\_\_\_ Route: \_\_\_\_\_

Time/Instructions to be given at school: \_\_\_\_\_

Possible side effects \_\_\_\_\_

Diagnosis/Medical reason for medication \_\_\_\_\_

Inhalers & EpiPens: has child received instruction and permission for self-administration? \_\_\_\_ Yes \_\_\_\_ No  
If Inhaler: With spacer \_\_\_\_\_ Without spacer \_\_\_\_\_

PHYSICIAN/LICENSED PRESCRIBER

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_

CLINIC: \_\_\_\_\_ FAX #: \_\_\_\_\_

**PARENT/GUARDIAN AUTHORIZATION**

**FOR PRESCRIPTION AND NON-PRESCRIPTION MEDICATION:**

1. I request that the above medication be given to my child during school hours as ordered by the physician/licensed prescriber (no after school activities).
2. I give permission for the medication to be given by designated personnel as delegated, trained and supervised by the Licensed School Nurse.
3. **I will provide this medication in the original, properly labeled manufacturer (non-prescription medication) or pharmacy labeled (prescription medication) container.**
4. I authorize the Licensed School Nurse/designee to exchange information with my child's health care provider concerning any questions that arise with regard to the listed medication, medical condition, or side effects of this medication.
5. I authorize the Licensed School Nurse/Designee to communicate with appropriate school personnel regarding this medication for my child.
6. I release school personnel from any liability in relation to the administration of this medication at school.
7. I have read and understand the Medication Guidelines included with this form.

PARENT/GUARDIAN SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

LICENSED SCHOOL NURSE SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_