

Revised: 2/1/1994; 6/17/2008, 4/23/2019, 5/21/2024

## **516.00 STUDENTS: MEDICATIONS/ MEDICAL PROCEDURES**

In order to remove health related barriers to learning, students may require medication and medical procedures that allow students access to education. Individual plans, including individual health plans, emergency care plans, Section 504 plans, and individualized education plans (IEPs) guide the care of students with health conditions and disabilities.

The following provisions shall be followed when administering medications or medical procedures to students at school.

1. The parent or guardian will notify the school nurse or designee when medication or a medical procedure are required during the school day.
2. Medications and medical procedures that must be administered during the school day shall be administered by the school nurse or by a designee of the school administrator whom the school nurse has trained and delegated the function of medication administration or provision of medical procedures.
  - a. Training and designation will be completed by the school nurse to Saint Paul Public School staff only.
3. Medications and medical procedures that can be administered to the student appropriately before or after school will be the responsibility of the parent(s) or guardian.
4. The parent or guardian will supply the medications to school in the original, labeled container and any necessary supplies for medical procedures.
  - a. All medications and supplies will be secured in the school health office unless the school nurse determines alternate appropriate arrangements.
5. The nurse or designee will administer medication or medical procedures according to the prescribed orders, or according to the dosing label if no health care provider orders are required.
  - a. Authorizations from a prescribing health care provider and parent or guardian are valid for one year from signature date. New authorizations are required when changes to a medication or a medical procedure occurs.
  - b. To ensure safe and appropriate delivery of a medication or medical procedure, the nurse may request to receive further information from the parent, guardian, or health care provider, if needed, prior to administration.
  - c. Medications or medical procedures used at school in connection with services for which a minor may give effective consent are not governed by this policy.

6. For prescription medication or medical procedures needed at school:
  - a. If the prescription is intended for a total period of two weeks or longer, a written order signed by a prescribing health care provider and written authorization signed by the parent or guardian is required.
  - b. If the prescription is intended for a total period of less than two weeks, a written authorization signed by the parent or guardian is required. No health care provider signature is required. This does not apply to controlled substances.
  - c. A request from a parent or guardian for medication or medical procedure administration must be reduced to writing within two (2) days, provided the district may rely on an unsigned request until a written request is received. This does not apply to controlled substances.
  - d. “Controlled substances,” as applied to the chemical abuse assessment of students, means a drug, substance, or immediate precursor in Schedules I through V of Minnesota Statutes section 152.02 and “marijuana” as defined in Minnesota Statutes section 152.01, subdivision 9 but not distilled spirits, wine, malt beverages, intoxicating liquors or tobacco. As otherwise defined in this policy, “controlled substances” include narcotic drugs, hallucinogenic drugs, amphetamines, barbiturates, marijuana, anabolic steroids, or any other controlled substance as defined in Schedules I through V of the Controlled Substances Act, 21 United States Code section 812, including analogues and look-alike drugs.
    - i. Controlled substances must be stored in a locked and secure location or be in the possession of a trained designee.
    - ii. Medical cannabis may not be administered or used in the school setting.
  - e. A student may be allowed to self-administer and/or self-carry prescription medication or self-administer treatments needed at school with approval by the school nurse.
    - i. A student’s privilege to self-carry and self-administer medication may be revoked if it is determined the student is abusing the privilege.
    - ii. Students may not self-carry or self-administer controlled substances.
    - iii. Students may not self-carry or self-administer any drug or product containing ephedrine or pseudoephedrine as its sole active ingredient or as one of its active ingredients.
7. For nonprescription medication needed at school:
  - a. A written authorization signed by the parent or guardian is

- required. No health care provider order is required.
- b. A request from a parent or guardian for medication or medical procedure administration must be reduced to writing within 2 days, provided the district may rely on an unsigned request until a written request is received.
  - c. Medication must be administered according to the dosing on the manufacturer's label. If different dosing is needed, a prescription from a health care provider will be required.
  - d. Schools and school staff may not distribute stock over-the-counter medications to students.
  - e. A student may be allowed to self-administer and/or self-carry nonprescription medication or self-administer treatments needed at school with approval by the school nurse.
    - i. A student's privilege to self-carry and self-administer medication may be revoked if it is determined the student is abusing the privilege.
    - ii. Only students in grades 6-12 may possess and use nonprescription pain relief medication in a manner consistent with the labeling if the school nurse has received a written authorization signed by the parent or guardian permitting the student to self-administer and self-carry the medication.
8. Medications and medical procedures that are required during an overnight field trip must be in the original, labeled container with a written request from a custodial parent or guardian. A written order signed by a prescribing health care provider is not required.
9. Medications are not governed by this policy if they:
- a. Are used off school grounds unless the student is attending a school-sponsored field trip,
  - b. Are used in connection with athletics or extracurricular activities, or
  - c. Are used in connection with activities before or after the school 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. Written authorization is not required. School personnel may, but are not required to, assist in applying sunscreen only to the student that provided it. Staff must assist in applying sunscreen if ordered by a prescribing medical provider.
11. Procedures are in place for the collection and transport of any unclaimed or abandoned prescription drugs or medications remaining in the possession of school personnel.
12. Stock emergency medication for life-threatening conditions (i.e.,

epinephrine, naloxone) may be made available to students or other individuals for specific conditions following a protocol developed with a medical director or advanced practice registered nurse.

**LEGAL REFERENCES:**

Minn. Stats. §§ 121A.22 to 121A.222

**CROSS REFERENCES:**

Minnesota Guidelines for Medication Administration in Schools Revised June 2015, Division of Community and Family Health, Minnesota Department of Health.

Written in collaboration with:

Minnesota Board of Nursing

Minnesota Department of Education

Minnesota Department of Human Services

Student Health and Wellness documents

Components of Asthma Management in the School

Components of Diabetes Management in the School

Components of Anaphylaxis Management in the School

Components of ADHD Management in the School

Authorization for the Administration of Medication/Treatment H-25

Authorization for the Administration of Medication/Treatment Asthma,

Anaphylaxis, Diabetes, Seizure H-25 AADS

Self Carry/Self Administer Medication Agreement H-76