

Williamsburg Community
School District

SECTION: PUPILS

TITLE: USE OF MEDICATIONS

ADOPTED: 4/21/87

REVISED: 10/17/06

Policy Guide

	210. USE OF MEDICATIONS
1. Purpose	The Board shall not be responsible for the diagnosis and treatment of student illness. The administration of prescribed medication to a student during school hours in accordance with the direction of a parent/guardian or family physician will be permitted only when failure to take such medicine would jeopardize the health of the student or the student would not be able to attend school if the medicine were not available during school hours.
2. Definition	For purposes of this policy, medication shall include all medicines prescribed by a physician and any over-the-counter medicines.
3. Authority SC 510	Before any medication may be administered to or by any student during school hours, the Board shall require the written request of the parent/guardian giving permission for such administration and relieving the Board and its employees of liability for administration of medication and the written order of the prescribing physician, which shall include the purpose of the medication, dosage, time at which or special circumstances under which the medication shall be administered, length of period for which medication is prescribed, and possible side effects of medication.
4. Delegation of Responsibility	<p>The Superintendent or designee, in conjunction with the head nurse, shall develop procedures for the administration and self-administration of students' medications.</p> <p>All medications shall be administered by the school nurse or designee, or self-administered by the student upon written request.</p> <p>All district employees involved in administering or supervising of self-administration of medication shall receive appropriate training from the school nurse before performing this responsibility.</p> <p>Building administrators and the head nurse shall review regularly the procedures for administration and self-administration of medications and shall evaluate recordkeeping, safety practices, and effectiveness of this policy.</p>
5. Guidelines	The district shall inform all parents/guardians, students and staff about the policy and procedures governing the administration of medications.

When any medication prescribed for a student is initially brought to school, it shall be the responsibility of the certified school nurse to complete the following:

Obtain written permission from the physician or parent/guardian for administration or self-administration of medication, which shall be kept confidential and on file in the office of the school nurse.

Review pertinent information with the student and/or parent/guardian, specifically:

- Reason for taking this medication.
- How often and length of time.
- What will happen if medication is not taken or is taken incorrectly.
- Physician comments about the medication.
- Determine the student's ability to self-administer medication and the need for care and supervision.
- Observe and evaluate the student's ability to self-administer during the initial administration.
- Maintain an individual medication log for all students taking medication during school hours. The log shall be kept in a central place and shall include:
 - Name of student.
 - Name of medication.
 - Medication dosage.
 - Time of administration.

Student Self-Administration

To self-administer medication, the student must be able to:

1. Respond to and visually recognize his/her name.
2. Identify his/her medication.
3. Measure, pour and administer the prescribed dosage.

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4. Sign his/her medication sheet to acknowledge having taken the medication.
5. Demonstrate a cooperative attitude in all aspects of self-administration.

References:

School Code – 24 P.S. Sec. 510, 1402