

Robertson County Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: Medicines	Descriptor Code: 6.405	Issued Date: 05/10/21
		Rescinds: 6.405	Revised: 03/08/21

1 If under exceptional circumstances a child is required to take non-prescription or prescription medication
2 during school hours and the parent cannot be at school to administer the medication, only the principal
3 or the principal's designee will assist in self-administration of the medication if the student is competent
4 to self-administer medicine with assistance in compliance with the following regulations:¹

5 Written instructions signed by the parent will be required and will include:

- 6 1. Child's name;
- 7 2. Name of medication;
- 8 3. Name of physician;
- 9 4. Time to be self-administered;
- 10 5. Dosage and directions for self-administration (non-prescription medicines must have label
11 direction);
- 12 6. Possible side effects, if known; and
- 13 7. Termination date for self-administration of the medication.

14 Students with asthma shall be permitted to self-administer prescribed, metered dosage asthma-reliever
15 inhalers if the additional information is provided by a parent/guardian:

- 16 1. Written statement from the prescribing health care practitioner that the student suffers from
17 asthma and has been instructed in self-administration; and
- 18 2. Purpose of the medication.

19 The medication must be delivered to the principal's office or school nurse clinic in person by the parent
20 or guardian of the student unless the medication must be retained by the student for immediate self-
21 administration. (i.e. students with asthma).

22 Inhalers/Epi-pens: May be kept with the nurse, the student or classroom teacher. Students carrying
23 inhalers/Epi-pens must have a doctor's order on file stating that the student is competent to carry and
24 administer emergency medication unsupervised as needed.

25 Volunteer personnel, trained by a registered nurse, may administer glucagon in emergency situations to
26 a student based on that student's Individual Health Plan (IHP).

27 The administrator/designee will:

- 28 1. Inform appropriate school personnel of the medication to be self-administered;
- 29 2. Keep written instructions from parent in student's record;

- 1 3. Keep an accurate record of the self-administration of the medication;
- 2 4. Keep all medication in a locked cabinet except medication retained by a student per physician's
- 3 order;
- 4 5. Return unused prescription to the parent or guardian only; and
- 5 6. Ensure that all guidelines developed by the Department of Health and the Department of
- 6 Education are followed.

7 The parent or guardian is responsible for informing the designated official of any change in the student's

8 health or change in medication.

9 A copy of this policy shall be provided to a parent or guardian upon receipt of a request for long-term

10 administration of medication.

11 **BLOOD GLUCOSE SELF-CHECKS²**

12 Upon written request of a parent or guardian, and if included in the student's medical management plan

13 and in the IHP, a student with diabetes shall be permitted to perform a blood glucose check or administer

14 insulin using any necessary diabetes monitoring and treatment supplies, including sharps. The student

15 shall be permitted to perform the testing in any area of the school or school grounds at any time

16 necessary.

17 Sharps shall be stored in a secure, but accessible location, including the student's person, until use of

18 such sharps is appropriate.

19 Use and disposal of sharps shall be in compliance with the guidelines set forth by the Tennessee

20 Occupational Safety and Health Administration (TOSHA).³

21 **STUDENTS WITH PANCREATIC INSUFFICIENCY OR CYSTIC FIBROSIS⁴**

22 Students diagnosed with pancreatic insufficiency or cystic fibrosis shall be permitted to self-manage

23 their prescribed medication in a manner directed by a licensed healthcare provider without additional

24 assistance or direction. The Director of Schools shall develop procedures for the development of both

25 an Individualized Healthcare Plan (IHP) and an Emergency Care Plan (ECP) that conforms to state law

26 for every student with pancreatic insufficiency or cystic fibrosis that wishes to self-medicate.

27 **STUDENTS WITH ADRENAL INSUFFICIENCY⁵**

28 The parent/guardian of a student diagnosed with adrenal insufficiency shall notify the school district of

29 the student's diagnosis. Once notified, the district shall observe the following guidelines:

- 30 1. The district shall train school personnel who will be responsible for administering the
- 31 medication for the treatment of adrenal insufficiency and any who volunteer to administer the
- 32 medication;
- 33

- 1 2. The district shall maintain a record of all school personnel who have completed this training;
2 and
3
4 3. If a student is suffering from an adrenal crisis, a school nurse or other licensed health care
5 professional may administer the prescribed medication to the student. If a school nurse or other
6 licensed health care professional is not immediately available, trained school personnel may
7 administer the prescribed medication.
- 8 The Director of Schools shall develop procedures on the administration of medications that treat
9 adrenal insufficiency, including the treatment of an adrenal crisis while on school transportation and
10 during activities such as field trips, and recordkeeping per state law.

Legal References

1. TCA 49-50-1602 *et seq.*; TRR/MS 0520-01-13-.03
2. TCA 49-50-1602(d)(7)
3. State Board of Education Policy 4.205; TRR/MS 0800-01-10
4. TCA 49-50-1601
5. TRR/MS 0520-01-13; State Board of Education Policy 4.205

Cross References

- Student Health Services 6.401
Emergency Allergy Response Plan 6.412