
Regulation: Administering Medications to Students

To ensure student safety and compliance with state and federal law, the school nurse (or designee) may administer medications to students in strict compliance with this Regulation and accompanying Policy, JLCD.

The following requirements must be met in order for school personnel to administer medications to students:

1. All directives of the accompanying Policy (JLCD) must be followed.
2. Written orders from the student's health care practitioner with prescriptive authority under Colorado law must be on file in the school stating:
 - a. Student's name
 - b. Name of medication
 - c. Dosage
 - d. Purpose of the medication
 - e. Time of day medication is to be given
 - f. Anticipated number of days it needs to be given at school
 - g. Possible side effects

[Note: Exhibit JLCD-E may be used. A separate form must be completed for each medication to be administered at school.]

3. The medication must be brought to school in its original container, appropriately labeled by the pharmacy or health care practitioner. If it is a prescription medication, the student's name, the name of the medication, dosage, how often it is to be administered, and the name of the prescribing health care practitioner must be printed on the container.
4. The child's parent/guardian must give written permission for school personnel to administer the medication to the student, and the parent/guardian must sign a release agreeing that Mapleton Public Schools and its personnel will not be liable for any injury arising from administration of medication in compliance with the written orders of the health care practitioner. [Note: Exhibit JLCD-E may be used. A separate form must be completed for each medication to be administered at school.]
5. An individual record must be kept of medications administered by school personnel.

6. Medication must be stored in a clean, locked cabinet or container. Emergency medications (such as epinephrine) shall be kept in a secure location accessible to designated school staff.

If any of the requirements listed above are not met, school personnel may not administer medication to the student.

School personnel administering medications must be trained in observing for side effects and must check in with the student and/or the student's teachers as the circumstances reasonably require, to ensure that appropriate steps are taken should side effects occur.

Self-Administration of Medicine

A school may permit a student to possess and self-administer medication, such as an inhaler, epinephrine, or other prescription medication, if all of the following conditions are met:

1. In order to determine whether a student is eligible to administer his/her own medication, the school nurse or administrator in consultation with the school nurse and in collaboration with the parent or legal guardian and Healthcare Practitioner must make an assessment of the student's knowledge of his/her condition and his/her ability to self-administer medication. The skill level assessment must include, but not be limited to, the following areas: ability to identify the correct medication, a demonstration of the correct administration technique, knowledge of the dose required, the frequency of use, and the ability to recognize when to take the medication.
2. Written authorization signed by the student's health care practitioner must be on file with the school, which must include the student's name; the name, purpose, prescribed dosage, frequency, and length of time between dosages of the medication(s) to be self-administered; and confirmation that the student has been instructed and is capable of self-administration of the medication.
3. The school nurse (or school administrator, in consultation with the school nurse), the student's health care practitioner, and the student's parent/guardian must collaborate to make an assessment of the student's knowledge of their condition and ability to safely self-administer medication.
4. A written statement signed by the student's parent/guardian must be on file with the school, which must include permission for the student to self-administer their medication and a release from liability for any injury arising from the student's self-administration of such medication.
5. A written contract between the school nurse, school administrator, the student, and the student's parent/guardian must be on file with the school, assigning

levels of responsibility to the student's parent/guardian, student, and school employees.

A treatment plan authorizing a student to possess and self-administer medication for asthma or anaphylaxis is effective only for the school year in which it is approved.

A student must report to the school nurse or designee or to some adult at the school immediately after the student uses an emergency use epinephrine during school hours. Upon receiving such a report from a student, the school nurse, designee, or other adult will provide appropriate follow-up care to the student, which must include making a 911 emergency call.

Adopted September 24, 2013.

Updated August 27, 2025.