AR-5141.21 (a)

SCHOOL -ADMINISTERED MEDICATION

Before a designated employee administers any prescribed or non-prescribed medication to any student during school hours, the district shall have received a written statement from the student's parent/guardian requesting the district to assist the student in taking the medication. In addition, before administering prescribed medication, the district shall have received a written statement from the student's physician, health aide, or pharmacy label detain the prescribed method, amount, and time schedules by which the medication is to be taken.

Prescribed medication shall be in a properly labeled pharmacy bottle containing the name and telephone number of the pharmacy, the student's identification, name of the physician, and dosage of the medication to be given. The designated employee shall be responsible for the medication at school and shall administer it in accordance with the physician's indicated dosage schedule.

All medications must be delivered to the school by the parent/guardian or his/her adult representative and must be clearly labeled in the original packaging.

The designated employee shall maintain a list of students needing medication during school hours, including the type of medication, times and dosage. This list will be kept in the school office and shall be reviewed and updated periodically.

The designated employee shall maintain a log recording the student's name and the time and date when medications were given.

All medication shall be kept in a locked drawer or cabinet.

Anaphylactic Injections

1. Parents/guardians of student who may require emergency anaphylactic injections shall provide explicit written permission for authorized staff to administer such injections.
2. Each year, school employees designated by the site administrator shall receive training in administering anaphylactic injections. Qualified medical personnel shall provide this training.
3. The site administrator or designee shall schedule inservice meetings to:
    a. Familiarize authorized staff with the prescribed medications and their location.
    b. Ensure that authorized staff is competent to administer anaphylactic injections
    c. Train all school personnel to recognize the symptoms of anaphylactic reactions.
4. Physicians and parents/guardians of students who may require anaphylactic injections may be required to attend these meetings.
5. The site administrator or designee shall prepare a list naming the students who may need emergency anaphylactic injections. This list shall be posted in the office, given to all concerned staff, and updated annually.
6. All medication for injections shall be labeled with the student's name, medicine name, and expiration date. It shall be stored in a locked cabinet with easy access by authorized staff.

SCHOOL -ADMINISTERED MEDICATION

7. The parents/guardians of students who carry their own kids for the purpose of anaphylactic injections shall so inform the site administrator or designee, who shall prepare a list naming these students, post it in the office, give it to concerned staff, and update the list annually.
8. The site administrator or designee shall post in the school office a list of symptoms usually associated with anaphylactic reactions and clear, specific procedure for administering injections in case of emergency. If authorized staff is not available at the time of an emergency, this written procedure will be followed by anyone who must administer the injection in order to save a life.

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