Title: **Medications**
Code: 210
Book: Policy Manual
Section: 200 Pupils

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.

Definition

For purposes of this policy, **medication** shall include all medicines prescribed by a physician and any over-the-counter medicines.

Authority

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, or 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.[1][2]

Medication orders do not carry over from school year to school year. Therefore, new physician's orders and parent/guardian permission must be submitted each school year.

When any medication is no longer needed, the unused medication must be picked up by the parent/guardian within one (1) day of the end of the school year, or they will be disposed of properly.

Delegation of Responsibility

The Superintendent or designee, in conjunction with the school nurse, shall develop procedures for the administration and self-administration of students' medications.

All medications shall be administered by the school nurse or designee, or self-administered by the student upon written request.

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.

Building administrators and the school nurse shall review regularly the procedures for administration and self-administration of medications and shall evaluate recordkeeping, safety practices, and effectiveness of this policy.

District-Provided OTC Medication

The district will provide over-the-counter (OTC) medication on a limited basis to facilitate the student’s continued education in the school setting.

1. The parent/guardian shall be given the option on the Health Information Card to indicate which, if any, OTC medication they permit the district to administer.

2. Before any OTC or prescribed medications are administered, the parent/guardian must sign a statement relieving the district of any and all responsibility or liabilities for the benefits or consequences of the OTC medication and acknowledging that the school bears no responsibility for ensuring that the medication is taken.

3. Before administering the OTC medication the nurse or district designee shall make a reasonable effort to contact the parent/guardian of elementary students to obtain verbal authorization before providing the OTC medication. This verbal authorization (or the attempts to attain it) shall be noted in the student's health record/Student Information System documentation.

4. The school is not able to supply medication for frequent or daily use. After a student has reached the allotted three (3) doses of an OTC medication permitted by this policy, the student's licensed medical provider must issue an order for the continued administration of the medication; written consent of the parent/guardian must be submitted; and parent/guardian must provide the OTC medication as indicated below.

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:

1. 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.

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

    a. Reason for taking this medication.

    b. How often and length of time.

    c. What will happen if medication is not taken or is taken incorrectly.

    d. Physician comments about the medication.

3. Determine the student's ability to self-administer medication and the need for care and supervision.

4. Observe and evaluate the student's ability to self-administer during the initial administration.

5. 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:

    a. Name of student.

    b. Name of medication.

    c. Medication dosage.

    d. Time of administration.

    e. Route of administration.

f. Signature of student and the monitor of self-administration.

g. Initiation and expiration date of drug.

Student Self-Administration

To self-administer medication, the student must be able to:[3]

1. Respond to and visually recognize his/her name.

2. Identify his/her medication.

3. Measure, pour and administer the prescribed dosage.

4. Sign his/her medication sheet to acknowledge having taken the medication.

5. Demonstrate a cooperative attitude in all aspects of self-administration.

Administration of Medication During Field Trips and Other School-Sponsored Activities

The Board directs planning for field trips and other school-sponsored activities to start early in the school year and to include collaboration between administrators, teachers, nurses, appropriate parents/guardians and other designated health officials.[4]

Considerations when planning for administration of medication during field trips and other school-sponsored programs and activities shall be based on the student's individual needs and may include the following:

1. Assigning school health staff to be available.

2. Utilizing a licensed person from the school district's substitute list.

3. Contracting with a credible agency which provides temporary nursing services.

4. Utilizing licensed volunteers via formal agreement that delineates responsibilities of both the school and the individual.

5. Addressing with parent/guardian the possibility of obtaining from the licensed prescriber a temporary order to change the time of the dose.

6. Asking parent/guardian to accompany the child on the field trip, with proper clearances.

7. Arranging for medications to be provided in an original labeled container with the only amount of medication needed.

Adopted: **October 21, 1981**
Last Revised: **August 18, 2020**

Legal References:

- 1. 22 PA Code 12.41
- 2. 24 P.S. 510
- 3. Pol. 210.1
- 4. Pol. 121
- 24 P.S. 1401
- 24 P.S. 1402
- 24 P.S. 1409
- 24 P.S. 1414.1
- 42 Pa. C.S.A. 8337.1
- Pennsylvania Department of Health Guidelines for Pennsylvania Schools for the Administration of Medications and Emergency Care, March 2010
- Pol. 103.1
- Pol. 113
- Pol. 216