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| Book | Policy Manual |
| Section | 200 Pupils |
| Title | Medications |
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Purpose

The Board recognizes that many children and adolescents are able to attend school because of the effectiveness of their prescription medication. For most students, the use of medication will be a convenient benefit to control acute minor or major illness, allowing a timely return to the classroom with minimal interference to others.

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 licensed prescriber and consent of a parent/guardian will be permitted only when failure to take such medication(s) would jeopardize the health of the student or the student would not be able to attend school if the medication were not available during school hours.

Medications and treatments shall be arranged to be given outside of school hours, if possible, in order provide the safest and least disruptive school environment for all students.

Definitions

For purposes of this policy, **medication** shall include all medicines prescribed by a licensed prescriber and any non-prescription (over-the-counter) medicines. Preparations not regulated by the FDA such as herbals, alternatives, teas, nutritional supplements, and topicals are also considered as non-prescription medication.

For purposes of this policy, **licensed prescribers** shall include licensed physicians (M.D. and D.O.), podiatrists, dentists, optometrists, certified registered nurse practitioners and physician's assistants and other health care providers who are legally authorized to prescribe either prescription or non-prescription (over-the-counter) medications.

Authority

The Board directs all district employees to comply with the Pennsylvania Department of Health's Guidelines for Pennsylvania Schools for the Administration of Medications and Emergency Care.

Before any medication may be administered to or by any student during school hours, the Board shall require a written order from a licensed prescriber and the written request of the parent/guardian, giving permission for such administration. [\[1\]](#)[\[2\]](#)

Delegation of Responsibility

All medications shall be administered by the Certified School Nurse, or in the absence of the Certified School Nurse, by other licensed school health staff (RN, LPN), or parent/guardian, except as otherwise noted in this policy.

In the event of an emergency, a properly trained district employee may administer an epinephrine auto-injector or asthma inhaler when s/he believes, in good faith, that a student needs emergency care. [3]

The Certified School Nurse shall collaborate with parents/guardians, district administration, faculty, staff, and licensed prescriber to develop an individualized healthcare plan to best meet the needs of individual students.[4][5]

The policy for administration of medications shall be reviewed, at least every two (2) years, and revised as necessary.

Guidelines

The district shall inform all parents/guardians, students and staff about the policy and administrative regulations governing the administration of medications.

All standing medication orders and parental consents shall be renewed at the beginning of each school year.

Student health records shall be confidential and maintained in accordance with state and federal laws and regulations and the Department of Health Guidelines.[6][7]

Students may possess and use asthma inhalers or epinephrine auto-injectors, when permitted in accordance with state law and Board policy.[8][9]

Delivery and Storage of Medications

All medication shall be brought to the nurse's office, or the main office if the nurse is in another building, by the parent/guardian or by another adult who is designated in writing by the parent/guardian. All medication shall be stored in the original pharmacy-labeled container and kept in a locked cabinet designated for storage of medication. Medications that require refrigeration shall be stored in a refrigerator. The district shall not store more than a thirty-day supply of an individual student's medication.

Nonprescription medication must be provided by the parent/guardian and delivered in its original packaging with readable label, expiration date and labeled with the student's name.

Prescription medication shall be delivered in its original packaging and labeled by the pharmacy or licensed prescriber. The label must include the student name, medication name, dosage, time and route of administration. Parents are encouraged to ask the pharmacist for "school packaging" - a separate container labeled just for the school time dose.

All medication shall be accompanied by a completed *Medication Administration Consent and Licensed Prescriber's Medication Order Form*, or other written order from the licensed prescriber that includes:

1. Date order written.

2. Student's name.
3. Name of medication.
4. Dosage, frequency, and route of administration.
5. Specific time or special circumstances in which medication shall be administered.
6. Specific length, period, or amount of medication prescribed, if necessary.
7. Any additional information needed for safe and proper administration of medication.
8. Signature of prescriber.

The student's parent/guardian must request in writing that the School District comply with the written medication order from their licensed prescriber, using the form provided by the District for this purpose.

Medication will not be administered unless the prescription is properly labeled and the required permissions are obtained. Written orders and parental permissions may be faxed to district locations. No emails will be accepted as permission.

Disposal of Medications

Procedures shall be developed by the Superintendent or designee for the disposal of medications consistent with the Department of Health Guidelines, which shall include:

1. Guidelines for disposal of contaminated needles or other contaminated sharp materials immediately in an appropriately labeled, puncture resistant container.
2. Proper documentation of all medications returned to parents/guardians and for all medications disposed of by the Certified School Nurse or other licensed school health staff. Documentation shall include, but not be limited to, date, time, amount of medication, appropriate disposal method and appropriate signatures.

Parents/guardians are responsible for retrieving medication that is kept in the nurse's office at the end of each school year and then bringing the medication back at the beginning of the next school year, if applicable. Medications not picked up at the end of the individual student's school year will be destroyed and documented.

Student Self-Administration of Asthma Inhaler or Epinephrine Auto-injector

Prior to allowing a student to self-administer an asthma inhaler or epinephrine auto-injector, the district shall adhere to all district policies and shall require the following:[9]

1. An order from the licensed prescriber for the medication, including a statement that it is necessary for the student to carry the medication and that the student is capable of self-administration.
2. Written parent/guardian consent.
3. An Individual Health Plan including an Emergency Care Plan, as deemed appropriate by the Certified School Nurse.
4. The student shall demonstrate or explain self-administration skills to the nurse upon the initial order for an inhaler or epinephrine auto-injector and responsible behavior.
5. Nurse must certify that the student is capable of self-administration.

The nurse shall provide periodic and ongoing assessments of the student's self-management skills, as needed.

The student is required to notify the school nurse following self-administration of medication. The student must immediately notify the school nurse in the event of an emergency or use of epinephrine auto-injector.

Students shall demonstrate a cooperative attitude in all aspects of self-administration of medication. Privileges for self-administration of medication will be revoked if school policies regarding self-administration are violated.

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.[10]

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 medical professional from the school district's approved substitute list.
3. Contracting with a credible agency which provides temporary nursing services.
4. Addressing with parent/guardian the possibility of obtaining from the licensed prescriber a temporary order to change the time of the dose.
5. Asking parent/guardian to accompany their child on the field trip, with proper clearances.

Legal

[1. 24 P.S. 510](#)

[2. 22 PA Code 12.41](#)

[3. 42 Pa. C.S.A. 8337.1](#)

4. Pol. 103.1

5. Pol. 113

[6. 24 P.S. 1409](#)

7. Pol. 216

[8. 24 P.S. 1414.1](#)

9. Pol. 210.1

10. Pol. 121

[24 P.S. 1401](#)

[24 P.S. 1402](#)

Pennsylvania Department of Health Guidelines for Pennsylvania Schools for the Administration of Medications and Emergency Care, March 2010

[210-Attach.doc \(42 KB\)](#)