



## **Students - Series 3000**

### **Medication at School – 3416P**

- A. Each school principal will designate staff members who will be trained to administer medication at school.
- B. The school nurse will provide training for the selected staff members.
- C. The procedures for administering oral, eye, ear, or topical medication are as follows:
  - A medication authorization form will be completed by the parent and by the licensed health professional prescribing within the scope of his/her prescriptive authority. The licensed health professional's order must indicate name of medication, dosage, route of administration, time and dates to be given, and include his/her signature. This form is valid for the current school year only.
  - Medications are to be brought to the school/health room where they will be kept in a safe, secure place. Medication shall be examined to ensure that it is in the original container and adequately labeled with the name of the student, name of the medication, dosage, route of administration, time of administration, prescription date, and name of prescribing licensed health professional. If the designated staff person questions the identification/instructions for the medication presented, the person will not administer the requested medication until there has been an opportunity for clarification. All scheduled drugs (e.g., Ritalin, Dexedrine), and others, may be counted by a designated school employee and another adult.
  - In the event the foregoing requirements are not met, the parent/guardian may come to the school and personally administer the medication.
  - The parent/guardian is responsible for collecting the medication that remains after the prescribed course of treatment. Any medication remaining at the end of the school year will be destroyed.
  - A record will be maintained in the student's medication log, which indicates the date, time and signature of the person administering medication. This record must be retained for at least eight (8) years after the last dose is administered.
  - When indicated on medication authorization form, a student requiring an inhaler, pancreatic enzymes, or emergency medication, may carry and self-administer the medication if prescribed by a licensed health professional and approved by the parent and school nurse. All medications must be in original container and clearly labeled as described above.

- In the event a medication error occurs (e.g., missed dose, wrong time, wrong dose, wrong route, wrong student, wrong medication), the STUDENT MEDICATION ADMINISTRATION ERROR REPORT FORM will be completed.

D. Medication, such as epinephrine, may be administered by injection, using an auto-injector, when a student has a predetermined, life-threatening health condition. Designated staff members will be trained by the school nurse prior to use. Epinephrine will be supplied by the parent/guardian and will be administered in compliance with the procedures set forth above. 911 will be called, and parent/guardian will be notified as soon as possible when epinephrine is actually administered. All other injectable medication may only be administered by a licensed nurse.

E. The following applies to students in grades 9-12 only:

Prescription Medications (**EXCEPT** Controlled Substances)

In situations where the parent/guardian, principal, and school nurse believe it is in the best interest of the student that he or she carry the prescription medication, the student will carry a copy of the medication authorization form, indicating the name, dosage, and route of administration of the medication, plus dates and time to be given. Only one day's dosage (in originally labeled container) will be carried by student. This permission does not extend to controlled substances. The original medication authorization form will be on file in the health room.

Non-prescription (Over-the-Counter) Medications

Students in grades 9-12 may be in possession of over-the-counter drugs or medications/remedies on school premises under the following conditions:

- Student must carry written permission from parent/guardian indicating what over-the-counter medicine and dosage student may take.
- Student must carry only one school day's dosage in original package or container.

F. The school nurse has discretion to modify the foregoing procedures to deal with individual emergent circumstances.

G. SUNSCREEN: Any person, including students, parents and school personnel, may possess topical sunscreen products to help prevent sunburn while on school property, at a school-related event or activity, or at summer camp. A sunscreen product may be possessed and applied under this section without the prescription or note of a licensed health care professional if the product is regulated by the United States food and drug administration for over-the-counter use. For student use, a sunscreen product must be supplied by parent/guardian. NO spray sunscreen is allowed. Sunscreen (FDA approved) must be labeled with child's full name and kept with student (backpack). Parent/guardian must instruct student on proper self-administration and to not share sunscreen with other students. Nothing in this section requires school personnel to assist students in applying sunscreen.

Revised: 07-08-99  
Revised: 03-13-03  
Revised: 05-26-11  
Revised: 01-13-12  
Revised: 03-20-14  
Revised: 09-14-17