

The Board will permit the administration and self-administration of medication to students in schools in its jurisdiction in accordance with the following policy. Medication includes over-the-counter, prescription, and homeopathic medication used to treat an ailment.

If a parent/guardian wishes for a student to self-administer medication:

1. The parent/guardian will complete the form entitled, "Medication Order," which can be accessed in school offices and on the district website. This form must be completed and signed by the parent. In instances where the medication is a prescription medication, it must also be signed by a licensed health care provider;
2. One form must be completed, with necessary signatures, for each medication that the student is to receive;
3. Forms must be renewed with each change in dosage;
4. The parent/guardian must agree to comply with this policy for handling, storage, and disposal of medications;
5. Students will come to the office to receive his/her medication at the assigned time(s) and will self-administer under the supervision of trained school staff, unless designated to carry their medication as described below for the treatment of diabetes, asthma, allergic reactions, or other diagnosis requiring emergency rescue medication;
6. In instances where a student is prescribed an emergency rescue medication, a Health Care Plan will be created by the school nurse. Such students shall be permitted to possess and use a prescribed emergency rescue medication at all times or in a designated location as prescribed by the Health Care Plan or physician's order;
7. In instances where a student is prescribed an inhaler to be carried with them, an asthma inhaler agreement form will be completed by the parent and the physician. The asthma inhaler agreement may serve as the Medication Order form; and
8. If the administration by someone other than the student is necessary, the nurse must develop a Health Care Plan for the student before any medication is given by school personnel.

Employees assisting with the self-administration of medication will be trained by the school nurses. Each school will maintain a list of staff members who have undergone this training on an annual basis.

Handling and Storage of Medicines

All medications, except those approved for keeping by students for self-administration, must first be delivered by the parent or other responsible adult to the employee assisting with the self-administration of medication. In most instances, this will be the school secretary. The employee must:

1. Examine any new medication to ensure that it is properly labeled with dates, name of the student, medication name, dosage, and physician's name (if applicable);
2. Record on the Student Individual Medication Log the date the medications were received by school personnel and, in the case of prescription medication, the amount of medication received by school personnel;
3. Store all medications, prescription and nonprescription, in their original containers and store medication requiring refrigeration at 36F - 46F; and
4. Store medications in a securely locked storage compartment excluding those medications approved for the student to possess for self-administration. Controlled substances will be contained in a separate compartment, secured, and locked at all times. This excludes prescription emergency rescue medications as designated in a student's Health Care Plan or Asthma Inhaler Agreement.

Access to all stored medication will be limited to persons authorized to administer medications or assist in the self-administration of medications. Each school will maintain a current list of those persons authorized to administer and assist with self-administration of medications.

Administering Medicines to Students by School Personnel

No employee except qualified health care professional or those trained by the school nurses on an annual basis may administer a drug or prescription drug to a pupil under this policy except in an emergency situation.

The school nurse may administer medication to any student in the school with written authorization from the student's licensed health care practitioner and parent/guardian.

Where the administration of medication by school personnel is a routine or expected activity for a particular student there will be a Medication Order form on file and the subject shall be addressed in a student's Health Care Plan. The subject may also be addressed in the student's Section 504 Plan or IEP, if applicable.

Diagnosis and treatment of illness and the prescribing of drugs are never the responsibility of a school employee and should not be practiced by any school personnel.

Emergency Administration of Medicines

In case of an anaphylactic reaction or the risk of such reaction, a school nurse or school personnel trained but the school nurse on an annual basis may administer emergency oral and/or injectable medication to any student in need thereof on the school grounds, in the school building, or at a school function, according to the Medication Order form. There must be on record a medically diagnosed allergic condition that would require prompt treatment to protect the student from serious harm or death.

Training administrators and designated staff members on how to administer medications in an emergency situation shall be done by the school's nurse or other licensed health care practitioner on an annual basis to assure such individuals have knowledge as to how to administer emergency medication to students orally or by injection. Records including the content of the training, participants, trainer, and the date of training shall be retained.

When a medication is administered by school personnel in an emergency situation, such administration will be documented on the Emergency Medication Administration Form, which will be maintained with other logs of medication self-administration.

Self-Monitoring and Treatment of Diabetes

A student with diabetes, upon written request of the student's parent/guardian and treating physician, shall be permitted to perform blood glucose checks, administer insulin through the insulin delivery system the student uses, treat hypoglycemia and hyperglycemia, and otherwise attend to the care and management of the student's diabetes in the classroom and in any area of the school or school grounds, and to possess on the student's person at all times all necessary supplies and equipment to perform these monitoring and treatment functions.

Self-Administration of Emergency Rescue Medication such as Asthma Medication, Insulin/Diabetic Treatment, or Epinephrine Auto-Injectors

Pursuant to Idaho Code covering the self-administration of asthma medication, the following shall apply to epinephrine auto-injectors, insulin, or blood glucose monitoring supplies if a parent/legal guardian chooses to have his or her child self-medicate:

1. The parents/guardians of the pupil shall provide to the school nurse written authorization for the self-administration of medication. This will be documented in a Health Care Plan or Asthma Inhaler Agreement.
2. The parents/guardians shall provide to the school nurse a Medication Order form stating that the student has a severe allergic reaction (anaphylaxis), asthma, another potentially life-threatening respiratory illness, or diabetes and is capable of, and has been instructed in, the proper method of self-administration of medication. In cases where the student has severe or life-threatening allergies, Policy 3515 Food Allergy Management, and any related procedures shall be followed. For students with a severe allergic reaction, asthma,

another potentially life-threatening respiratory illness, or diabetes the student's physician or health care provider-supplied information may contain:

- a. The name and purpose of the medicine;
 - b. The prescribed dosage;
 - c. The time(s) at which or the special circumstances under which medication should be administered;
 - d. The possible side-effects of the medicine;
 - e. Actions to take in the event of an emergency, including if the medication does not improve the child's breathing or allergic reaction;
 - f. Contact information for the physician and parent/guardian; and
 - g. If applicable, a list of the child's asthma triggers or allergies.
3. The school's administration and appropriate teachers and school personnel are informed that the student is self-administering prescribed medication. Such notification shall be done in a manner so as to best preserve the privacy of the student and the student's medical condition to the extent appropriate.

For students with severe or life-threatening allergies, this information may be provided in the student's Health Care Plan.

Disposal of Medication

School personnel must either return to the parent/guardian or destroy (with permission of the parent/guardian) any unused, discontinued, or obsolete medication. Medicine that is not repossessed by the parent/guardian within a seven-day period of notification by school authorities will be disposed of by the school nurse.

Additional Requirements for Self-Administration of Medicines

The Board or designee will inform the parents/guardians of the student in writing that the District and its employees or agents shall incur no liability as a result of any injury arising from the self-administration of medication by the pupil, absent any negligence by the District, its employees, or its agents, or as a result of providing all relevant information provided pursuant to subdivisions of this subsection with the school nurse, absent any negligence by the District, its employees, or its agents, or in the absence of such nurse, to the school administrator.

The parents/guardians of the pupil shall sign a statement acknowledging that the District shall incur no liability as a result of any injury arising from the self-administration of medication by the pupil and that the parents/guardians shall indemnify and hold harmless the District and its employees or agents against any claims arising out of the self-administration of medication by the pupil.

Students who are authorized to carry their own epinephrine auto-injectors or supplies necessary for diabetes monitoring and/or treatment may be retested periodically to ensure they are still capable of correctly self-administering the medication.

Any school employee authorized in writing by the school nurse may assist with self-administration of medications provided that only the following acts are used:

1. Verbal suggestions, prompting, reminding, gesturing, or providing a written guide for self-administering medications;
2. Handing a prefilled, labeled medication holder, labeled unit dose container, syringe, or original marked, labeled container from the pharmacy to the student;
3. Opening the lid of the above container for the student;
4. Guiding the hand of the student to self-administer the medication;
5. Holding a container of fluid and assisting the student in drinking fluid to assist in the swallowing of oral medications; and/or
6. Assisting with the removal of a medication from a container for students with a physical disability which prevents independence in the act.



Legal References: I.C. § 33-520 Policy Governing Medical Inhalers, Epinephrine Auto-Injectors, Insulin and Blood Glucose Monitoring Supplies

I.C. § 54-1401 Nurses — Purpose — License Required — Representation to the Public

Policy History:

ADOPTED: 7/12/21

TFSD

REVISED: