

FARIBAULT PUBLIC SCHOOLS
Faribault, Minnesota

Student Personnel
Series 500

ADMINISTERING MEDICATION IN SCHOOL
Policy No. 504.5

PURPOSE

The purpose of this policy is to set forth the provision that must be followed when administering medications to students during the regular school day. Medication may be administered only by the school nurse or school personnel to whom he/she delegates this responsibility.

REQUIREMENTS

A. Medication to be taken at school should be kept under the secured care of school authorities unless self-administered by the student. ALL medication (prescription, over-the-counter, and nutritional supplements) should be in the original container clearly marked with the student's name, the medication name, the dosage to be given, the time to be given and the method of administration. Prescription medications should also include the physician's name and the pharmacy name.

B. Acetaminophen and ibuprofen will be administered with parent/guardian permission. All other medications including prescription medication, over-the-counter medication, and nutritional supplements will require a written physician order and a permission statement/authorization from the parent/guardian prior to the administration. The school nurse may delegate the responsibility of medication administration and is responsible to educate the designee about safe, proper, medication administration procedures and the possible side effects of the medication.

C. The school nurse and/or health advisory committee will set guidelines related to the frequency of administration of Tylenol and Ibuprofen. The school nurse and health office staff can refuse to administer medications to students if they feel it is unsafe. If the school nurse or health office staff feels it is unsafe to administer medication, they will notify the principal and the parent/guardian as soon as possible.

D. It is acceptable for teachers to administer medication to students only in special cases when the health services personnel, teachers involved, and parents agree in writing to this plan. In these cases the medication must be kept

locked in a cabinet and the teacher must keep a record of the date, time, name, and amount of the medication (s) given to students.

E. All medication administered at school by school personnel must be documented. This includes the name and dose of medication, time of administration, and the individual who administered the medication. A record of all medications (i.e. inhalers) a student is taking must be on file in the health office.

A. Self- Administration of Medications

1. Medication are not to be carried or self administered by the student; but will be left with the appropriate school personnel. Exceptions to this requirement in addition to those listed in Paragraph B include: prescription asthma or reactive airway disease medications self- administered with an inhaler or medications administered as noted in a written agreement described below.

2. The parent or guardian and the physician must complete the “Physician Authorization for Self- Administered of Medication” from each school year and submit it for the student to self-administer the medication. The medication must be properly labeled for that student in accordance with Minn. Stat. § 121A.22.

3. A student can possess and self- administer an inhaler prescribed for asthma or reactive airway disease if the parent or guardian has not requested that school personnel administer the student’s asthma medication. The school district must receive annual written authorization from the student’s parent or guardian for the student to self – administer and the inhaler must be properly labeled for that student.

4. District health service personnel must assess the student’s knowledge and skills to safely possess and use an asthma inhaler in a school setting and enter into the students health record a plan to implement safe possession and use of asthma inhalers. The personnel must discuss the specifics of self- administration, i.e., when the medication will be used and where the medication will be stored with the parent or guardian and student.

- a. Final approval for the student's self-administration of the medication during the school day rests with the District's Licensed School Nurse or health office staff.
- b. Self-administration of medication classified as "controlled substances" under Minn. Stat. § 152.02 are not allowed and must be administered under the direction of the school health office.

B. Exceptions and Exclusions to the Policy:

1. Arrangements for the administration of medication through gastrostomy tubes, rectal or injectable routes must be made with the licensed school nurse on an individual basis. Health treatments and health functions, such as catheterization, tracheotomy suctioning, and gastrostomy feeding do not constitute administration of medication.
2. Emergency health procedures, including emergency administration of drugs and medicine are not subject to this policy.
3. Medications that are used off school grounds that are used in connection with athletics or extracurricular activities or used in connection with activities that occur before or after the regular school day are not governed by this policy.
4. At the start of each school year or at the time a student enrolls in school, whichever is first, a student's parent or guardian, school staff, including those responsible for the student health care, and the prescribing medication professional must develop and implement an individualized written health plan for a student who is prescribed nonsyringe injectors of epinephrine that enables the student to:
 - a. possess nonsyringe injectors of epinephrine;
or

- b. if the parent and prescribing medication professional determine the student is unable to possess the epinephrine, have immediate access to nonsyringe injectors of epinephrine in close proximity to the student at all times during the instructional day.

The plan must designate the school staff responsible for implementing the student's health plan, including recognizing anaphylaxis and administering nonsyringe injectors of epinephrine when required, consistent with state law. This plan may be included in a student's § 504 plan.

For the student's health and safety, the parent/guardian should notify the school health services personnel in writing when a medication is discontinued prior to the date indicated on the medication label or when a medication dosage has been changed.

If a student will not take prescribed medication the school nurse, health aide or teacher will notify the principal and the parent/guardian as soon as possible.

School personnel are not obligated to administer medication to students off the school grounds and will not routinely plan for administration of medication on field trips. Students with conditions that require medication on field trips will be planned for on an individual basis prior to the day of the field trip with the help of the parent/guardian.

For special education students currently on an Individual Education Plan (IEP), the administration of medication may vary from this policy, based on specifications contained in that IEP.

Legal References:

Minn. Stat. § 121A.22 (Administration of Drug and Medicine)
Minn. Stat. § 121A.2205 (Possession and Use of Nonsyringe Injectors of
Epinephrine; Model Policy)
Minn. Stat. § 121A.222 (Possession and Use of Nonprescription Pain
Relievers by Secondary Students)

Minn. Stat. § 121A.221 (Possession and Use of Asthma Inhalers by
Asthmatic Students)
Minn. Stat. § 151.212 (Label of Prescription Drug Containers)
20 U.S.C. § 1400 *et seq.* (Individuals with Disabilities Education
Improvement Act of 2004)
29 U.S.C. § 794 *et seq.* (Rehabilitation Act of 1973, § 504)

April 13, 1992
Date of Adoption

MS 126.202
Legal Reference

November 23, 1998
Date of Revision

September 25, 2006
Date of Revision

PROCEDURE FOR MEDICATION ADMINISTRATION

Please refer to District #656 Policy Entitled:
Administration of Medications in School

Medication Administration:

- 1) Acetaminophen and ibuprofen will be administered with parent/guardian permission. All other medications including prescription medication, over-the-counter medication, and nutritional supplements will require a written physician order. The physician order will state medication, dosage, time, duration, medical reason for medication, other medications this student is taking and side effects of medications.
- 2) A parent authorization form must be completed for medications to be given by school personnel.
- 3) All medications and nutritional supplements will be in the original container marked with the student's name,—medication name, dosage, time to be given and route of administration.
- 4) The controlled substance medication will be brought to the school and picked up at the school by an adult.

Documentation:

This shall include:

- 1) Name and dose of medication.
- 2) Time it is administered.
- 3) Signature of person administering medication.
- 4) If student refuses medication, the school health personnel will inform the principal and parent as soon as possible.

Discontinuation of medication:

- 1) Medication will be discontinued upon receiving a written note from the parent/guardian.
- 2) When use of a medication has ceased, or is no longer needed by the student, the parent/guardian is responsible to retrieve unused medications from the school.

Medication record forms:

- 1) The medication card, written physician order, and a permission authorization from parent/guardian will become part of the student health file.
- 2) A medication card will be filled out on each student who receives a medication at school with the exception of prn acetaminophen and ibuprofen which will be charted on the daily health log.

Field Trips:

Students with conditions that require medication on field trips will be planned for on an individual basis prior to the day of the field trip with the help of the parent/guardian and the school health personnel.

- 1) The person administering the medication on the field trip must sign the medication record form.

Dealing with students with potential emergency needs: (such as asthma, seizures, allergies to bee stings)

- 1) An up to date list will be maintained in each school's health office. These needs will have been identified in writing to the school by the student's parent/guardian.
- 2) If the student is known to have a severe allergy and the physician has indicated in writing that the student should receive Adrenalin immediately following a bee sting or other allergens regardless of observable respiratory distress, Adrenalin will be administered and 911 called.
- 3) Special arrangements must be made with the school nurse regarding administering medications through gastrostomy tube, rectal or injected routes.
- 4) Students with asthma:
 - a) Parents shall fill out an asthma information sheet initially and an asthma update form will be completed annually.
 - b) Inhalers will be kept in the health office unless specific written permission to carry the inhaler is received from the parent/guardian and physician.