

REGULATIONS ON THE ADMINISTRATION OF MEDICINES TO STUDENTS

I. General Guidelines

- A. No pupil shall be given prescription medication(s)/treatment(s) at school except upon the written request from a licensed health care provider who has responsibility for the medication management of the pupil. All such requests must be signed by the parent or guardian. Medication/treatments must be brought to school by a parent/guardian. Medications must be in the original container.
- B. Over-the-counter medication(s) can be given to pupils only if the parent/guardian provides signed permission which shall include the name of the medication, the required dosage of the medication, and the time the medicine is to be given. The medication must be in the original container and delivered by the parent/guardian to the school administration, school nurse, and/or the school division designee.

II. Responsibility of the Parent or Guardian

- A. Parents and guardians shall be encouraged to cooperate with the health care provider to develop a schedule so that necessity for taking medication/treatments at school will be minimized or eliminated.
- B. Parents and guardians shall assume full responsibility for the supplying of all medications and other supplies, including asking the pharmacist to provide a separate container for the school. Parents/Guardians must deliver any medication as outlined above in Part I.B. Parents/Guardians must pick up any unused medication by the close of the school year.
- C. Parents or guardians must personally deliver any medication/treatment to the school.

III. Responsibility of the Health Care Provider

- A. A request form for each prescribed medication/treatment must be completed by the pupil's health care provider, signed by the parent or guardian, and filed with the school nurse/designee.
- B. Medication containers must be clearly labeled with the following information:
 - 1. Pupil's full name
 - 2. Health Care Provider's name
 - 3. Health Care Provider's telephone number
 - 4. Dosage, schedule, and dose form
 - 5. Date of expiration of prescription
- C. Indicate to pharmacy if another container needs to be prepared for the school.

IV. Responsibility of School Personnel

- A. The school nurse/designee will assume responsibility for placing medication in a locked cabinet. Controlled medication will be counted and documented at the time of acceptance.
- B. The school nurse/designee will administer all medications/treatments as ordered by the physician and will document date/time.
- C. Discontinued or unused medications must be picked up by the parent/guardian. If not claimed by the end of the school year, the school nurse/designee will properly dispose of the medication.
- D. The principal will designate an alternate to the school nurse/designee to administer medications in the absence of the nurse/designee. The alternate will be trained by the school nurse/designee in the proper medication administration techniques. It is advisable to have a minimum of one trained alternate with additional persons as needed. Consistency is integral to accuracy and safety.
- E. All new prescriptions will be reviewed by a school nurse.
- F. Consulting with the tending health care provider and/or the school health facilitator is recommended when there is a discrepancy with a medication order. If there is reason to suspect that a student may be compromised by a medication order, the nurse is within his/her prerogative to question and hold the medication until a resolution is reached.
- G. Appropriate confidentiality regarding student medication must be strictly maintained. Not all staff has a "legitimate health interest." The "need to know" must always be inclusive of the parent's consent.

V. Field Trip Medication Guidelines

- A. Teachers are encouraged to give medication on field trips; otherwise, parents are encouraged to attend and administer their child's medication. Teachers will be provided with a list of students needing medications when they prepare for field trips.
- B. It is requested that teachers give the nurse/designee at least one week's notice of upcoming field trip medication requests. The nurse/designee will notify the teacher of those students who have medication needs.
- C. Teachers are not required to provide treatments on field trips. A meeting may be needed to determine the most appropriate way to meet the student's needs during the time away from the school building. Parents should always be encouraged to attend and assume the child's care. When this is not possible, other options are to be explored.
- D. Field trip medications that will not be administered by the nurse/designee can be administered by the teacher if:
 - 1. Signed health care provider's orders are on file at the school giving permission for the school to administer the medication.
 - 2. School nurse/designee arranges the field trip medication dosages. The needed medication will be properly labeled in an envelope or pharmacy container and will be given to the student's teacher the morning of the field trip. Once medications are delegated, any medication incidents would be handled by the teacher.
- E. Students may be allowed to carry their own inhalers on trips when they have demonstrated proper use to the nurse and health care provider and parents sign

accordingly.

VI. Administration of Insulin and Glucagon

General Guidelines

- A. Every student diagnosed with diabetes should have the following documentation in a health care plan:
1. Emergency care plan.
 2. Diabetes emergency kit.
 3. Signed authorizations, updated annually, from the student's parent or guardian and from the treating health care provider.
 4. Medication administration that is signed and consistent with required procedures.
 5. The individualized health care plan updated annually for each student.
 6. Description of any complications.
- B. The school nurse/designee will notify all appropriate school staff of students who may need insulin and glucagon. Relevant training for such staff will be done by the nurse/designee.

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JHCE Recommendation of Medication by School Personnel