

Adopted: 9-16-96

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## **516 STUDENT MEDICATION**

### **I. PURPOSE**

The purpose of this policy is to set forth the provisions that must be followed when administering medication to students at school.

### **II. GENERAL STATEMENT OF POLICY**

The school district acknowledges that some students may require medication during the school day. This medication enables students to remain in school and participate in their education. Although, the school believes that medication should be given outside of school hours whenever possible; the district will provide administration of medication for any student if the parent/legal guardian is willing to comply with requests for authorization and provision of information. Self-administration of medication may be allowed if certain conditions are met. The school district's licensed school nurse, trained health aide, principal, or teacher will administer prescribed medications in accordance with law and school district procedures.

### **III. REQUIREMENTS**

- A. The administration of medication at school requires a complete signed request from the student's parent and licensed prescriber.
- B. An 'Authorization for Administration of Medication at School' form must be completed once per school year and/or when a change in the prescription or requirements for administration occurs.
- C. Prescription medication must come to school in the original container labeled for the student by a pharmacist in accordance with law, and must be administered in a manner consistent with the instructions on the label.
- D. The school nurse may request to receive further information about the medication, if needed, prior to administration of the substance.
- E. Medications are not to be carried by the student, but will be left with the appropriate school district personnel. Exceptions to this requirement are: prescription asthma medications self-administered with an inhaler (See Part J.5. below), prescription non-syringe injectors of epinephrine (see part J.6. below), and medications administered as noted in a written agreement between the school district and the parent or as specified in an IEP (individualized education program), Section 504 plan, or IHP (individual health plan).
- F. The school must be notified immediately by the parent or student 18 years old or older in writing of any change in the student's prescription medication administration. A new medical authorization and container label with new pharmacy instructions shall be required immediately as well.

- G. For medicine used by children with a disability, administration may be as provided in the IEP, Section 504 plan or IHP.
- H. The school nurse, or other designated person, shall be responsible for the filing of the Authorization for Administration of Medication at School form in the health records section of the student file. The school nurse, or other designated person, shall be responsible for providing a copy of such form to the principal or to other personnel designated to administer the medication.
- I. Procedures for administration of medicine at school and school activities shall be developed in consultation with a school nurse, a licensed school nurse, or a public or private health organization or other appropriate party (if appropriately contracted by the school district under Minn. Stat. § 121A.21). The school district administration shall submit these procedures and any additional guidelines and procedures necessary to implement this policy to the school board for approval. Upon approval by the school board, such guidelines and procedures shall be an addendum to this policy.
- J. Specific Exceptions not governed by this policy:
  - 1. Special health treatments and health functions such as catheterization, tracheostomy suctioning, and gastrostomy feedings do not constitute administration of medicine.
  - 2. Emergency health procedures, including emergency administration of medicine.
  - 3. Medicine provided or administered by a public health agency to prevent or control an illness or a disease outbreak.
  - 4. Medicines used at school in connection with services for which a minor may give effective consent.
  - 5. Medicines that are prescription asthma or reactive airway disease medications self-administered by a student with an asthma inhaler if:
    - a. the school district has received a written authorization from the pupil's parent and licensed prescriber permitting the student to self-administer the medication.
    - b. the inhaler is properly labeled for that student; and
    - c. the parent has not requested school personnel to administer the medication to the student.

The parent and licensed prescriber must submit written authorization for the student to self-administer the medication each school year. In a school that does not have a school nurse or school nursing services, the student's parent or guardian must submit written verification from the prescribing professional which documents that an assessment of the student's knowledge and skills to safely possess and use an asthma inhaler in a school setting has been completed.

If the School District employs a school nurse or provides school nursing services under another arrangement, the school nurse or other appropriate party must assess the student's knowledge and skills to safely possess and use an asthma

inhaler in a school setting and enter into the student's school health record a plan to implement safe possession and use of asthma inhalers;

6. Prescription non-syringe injectors of epinephrine, consistent with state law, if the parent and prescribing medical professional annually inform the pupil's school in writing that:
  - a. The student may possess non-syringe injectors of epinephrine; or
  - b. The pupil is unable to possess the epinephrine and requires immediate access to non-syringe injectors of epinephrine that the parent provides, properly labeled, to the school for the pupil as needed.
  
7. Medication:
  - a. Used in connection with athletics or extracurricular activities.
  - b. Used in connection with activities that occur before or after the regular school day.

K. "Parent" for students 18 years old or older is the student.

***Legal References:*** Minn. Stat. § 13.32 (Student Health Data)  
Minn. Stat. § 121A.21 (Hiring of Health Personnel)  
Minn. Stat. § 121A.22 (Administration of Drugs and Medicine)  
Minn. Stat. § 121A.221 (Possession and Use of Asthma Inhalers by Asthmatic Students)  
Minn. Stat. § 121A.2205 (Possession and use of non-syringe injectors of epinephrine)  
Minn. Stat. § 151.212 (Label of Prescription Drug Containers)  
20 U.S.C. 1400, *et seq.* (IDEA)  
29 U.S.C. 794, *et seq.* (Section 504)

***Cross References:*** MSBA/MASA Model Policy 418 (Drug-Free Workplace/Drug-Free School)



## Hayfield Community Schools Medication Administration Procedure for School District #203

For the safety of all students, it is recommended medication be given at home whenever possible. For example, medicine prescribed three times a day can be given before school, after school and at bedtime. However, the school also recognized that certain situations may occur in which it is necessary for medicines to be administered to a student during the regular school day. Parents are then responsible to see that their children do not take medication on their own during school hours and that the following requirements are met. Medication will be administered during the day according to district policy.

1. The school must receive a completed authorization to administer medication form which includes a **Licensed Prescriber's order and a parent signature**. This includes all prescription medicines as well as any over-the-counter medicines (Tylenol, Advil, cold and cough medicines, etc).
2. Medication should be brought to school by parents in the original labeled prescription container. Over-the-counter medication must also be in the original container.
3. All medication given at school will be kept locked and will be given by designated school personnel. Students may carry and self-administer inhalers and epi-pens with prior authorization from physician, parent and school nurse if they are determined to be capable of safe administration. Please consult your school nurse to make this arrangement.
4. Parents must notify the school if there is a change in medication administration. If the dosage or time is changed, a new order must be received. If medication is discontinued, parents must notify the school in writing.
5. New consent forms with parent/guardian signature and licensed prescriber signed order are required each school year. Forms are available in the health office and school web site.
6. Students may not share medication with other students. Appropriate disciplinary action may be taken if necessary, upon the determination by the principal or designee, after investigation that a violation of this policy has taken place.
7. School staff who observe students self-administering medications shall report such incidents to school health staff so that proper authorization for such medications can be determined.
8. The school nurse shall inform staff or emergency personnel who have reason to know about the medication and prescription.
9. When use of a medication has ceased or is no longer needed by the student, it is the parent/guardian's responsibility to retrieve unused medication from the school. Any unused medications will be disposed of by the school upon the written request of the parent/guardian or at the end of the school year.



## Hayfield Community Schools Field Trip Medication Administration Procedure

The following procedures are for staff of ISD #203 to meet the medication needs of students on field trips/school sponsored activities. The staff person accompanying the student during the field trip will be responsible for security of the medication, medication administration and documentation.

### **SCHOOL HEALTH PERSONNEL RESPONSIBILITIES:**

1. Communicate and work with teachers of students requiring medication on field trip.
  
2. Place correct number of medication dosages for the field trip in the labeled medication envelope after checking the six rights:
  - a. Right Student
  - b. Right Medication
  - c. Right Dosage
  - d. Right Time
  - e. Right Route (oral, inhaled, drops, injection)
  - f. Right Document

Insert the bottle with original label and/or label an envelope with student's name, medication name, dosage, route and time to be given.

School Envelope No.: _____ Date: _____ For: _____ Directions: _____ _____ _____ _____
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3. Copy the authorization for administration of medication and student medication record form and place in labeled plastic bag, along with the medication envelope.
  
4. Document the medication dose prepared for the field trip in the comments section of the student medication record.
  
5. Ensure that the school district person signs the student medication record to acknowledge receipt of the medication on the day of the field trip.
  
6. Upon their return, ensure that medication administrator (school or school health person) returns the original bottle and envelope and records the dose administered on the student medication record.

### **SCHOOL DISTRICT PERSONNEL RESPONSIBILITIES:**

1. Teacher will notify the school health staff of a scheduled field trip 24 hours in advance.
  
2. Receive the medication in a properly labeled medication envelope from the LSN/RN or Responsible School Health Authority, and acknowledge receipt of the medication with their signature on the student medication record. (Morning of the Field trip).
  
3. Keep the medication in a secure place at all time while on the field trip. School may provided a locked case/container for medication storage.
  
4. Administer the medication within 60 minutes before or after the time indicated on the authorization for administration of medication form.

5. Return the authorization for administration of medication form and locked case to the health room 24 hours following the field trip. Sign your name, and indicate the time the medication was administered, on the student medication record.

**PARENT/STUDENT RESPONSIBILITIES:**

After School-day Field Trips:

1. Parents should be notified two weeks in advance of a field trip in order to coordinate with their physician in obtaining the authorization for all medications needed on a 24-hour basis.
2. Bring in the original medication bottle(s) from home, which addresses all regularly scheduled medications.
3. Return the school permission form(s) along with the appropriate medical information for medical emergencies, and the authorization for administration of medication form.
4. Meet with school personnel to discuss the medical needs of the student and the arrangements for the medication administration.

**ADDITIONAL INFORMATION:**

- If a liquid medication is to be dispensed, the original container and a device for measuring the medication must be taken on the trip.
- Non-prescription medications must be in the original bottle and have a manufacturer's label with directions for age-specific doses, along with the appropriate authorization (based on district policy and procedure) for administration of medication form.
- If a medication is not given as it is ordered, the person responsible for overseeing the medication administration on the field trip must complete a medication omission/error report, available from the school health office.