

BEMENT SCHOOL DISTRICT
POLICY FOR ADMINISTERING MEDICINE

Taking medication during school hours or during school-related activities is prohibited unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child by completing a "School Medication Authorization Form."

No school or district employee is allowed to administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed School Medication Authorization Form is submitted by the student's parent/guardian. No student is allowed to possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this procedure.

Self-Administration of Medication¹

A student may possess an epinephrine auto-injector (EpiPen®) and/or an asthma inhaler prescribed for use at the student's discretion, provided the student's parent/guardian has completed and signed a School Medication Authorization Form. The school and district shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or epinephrine auto-injector or the storage of any medication by school personnel. A student's parent/guardian must agree to indemnify and hold harmless the school district and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine auto-injector and/or asthma inhaler, or the storage of any medication by school personnel

The forms are available in the elementary office.

Only those medications that are necessary to maintain the child in school and must be given during school hours shall be administered.

Each dose of medication shall be documented in the child's individual health record. Documentation shall include date, time, dosage, route and the signature of the person administering the medication or supervising the child in self-administration. In the event a dosage is not administered as ordered, the reasons shall be entered in the record.

The school nurse or principal may, in conjunction with a licensed prescriber and parent/guardian, identify circumstances in which a child may self-administer medication.

All permission for long-term medication shall be renewed at least annually. Changes in medication shall have written authorization from the licensed prescriber.

All medications, including nonprescription drugs, given in school shall be prescribed by a licensed prescriber on an individual basis as determined by the child's health status. This excludes standing orders.

A written order for prescription and nonprescription medications must be obtained from the child's licensed prescriber. The order must include:

- Child's Name
- Date of Birth
- Licensed Prescriber and Signature
- Licensed Prescriber's Phone/Emergency Number
- Name of Medication
- Dosage
- Frequency and Time of Administration
- Date of Order
- Discontinuation Date
- Diagnosis Requiring Medication

Intended Effect of the Medication
Other Medications Child is Receiving

Medication must be brought to the school in the original package or an appropriately labeled container.

Prescription medications shall display:

Child's Name
Prescription Number
Medication Name/Dosage
Administration Route and/or Other Directions
Date and Refill
Licensed Prescriber's Name
Pharmacy Name, Address and Phone Number
Name or Initials of Pharmacist

Over the Counter Medications:

Nonprescription medications shall be brought in with the manufacturer's original label with the ingredients listed and the child's name affixed to the container.

In addition to the licensed prescriber's order, a written request shall be obtained from the parent(s)/guardian requesting the medication be given during school hours. The request must include the parent's/guardian's name and phone number in case of emergency. It is the parent's/guardian's responsibility to assure that the licensed prescriber order, written request and medication are brought to the school.

Medications must be stored in a separate locked drawer or cabinet. Medications requiring refrigeration should be refrigerated in a secure area.

The parent(s)/guardian will be responsible at the end of the treatment regime for removing from the school any unused prescription medication which was prescribed for their child. If the parent(s)/guardian does not pick up the prescription medication by the end of the school year, the school nurse or principal will dispose of and document that medications were discarded. Medications will be discarded in the presence of a witness. Over the counter medication will be sent home with the student on the last day of school.

The licensed prescriber and parent(s)/guardian shall adjust medication administration time so that only those medications necessary are given during school hours.

When possible, the parent/guardian shall come to school to administer medication.