

## Student Personnel

### Series 500

Policy Title: Medication Administration

Code No: 516

#### **I . PURPOSE**

The Board of Education of Independent School District #2184 wishes to insure the health, safety, and well-being of all its students. The Board recognizes that the primary dispersal of any medication is a physician/parent responsibility. The Board also realizes that the parents/guardians are not always available to dispense medication during the school day.

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

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

The school district acknowledges that some students may require prescribed drugs or medication during the school day. The school district's licensed school nurse, trained health clerk, principal, or teacher will administer prescribed medications in accordance with law and school district procedures.

#### **III . PRESCRIPTION MEDICATION ADMINISTRATION REQUIREMENTS**

1. For a student requiring prescription medication during the school day, the medication will be given with written authorization from both the parent/guardian and physician/licensed prescriber. Medication authorization forms are available from the health office. Authorization must be renewed each school year, and may be faxed to the Luverne Schools.
2. The Luverne School District may rely on a verbal request from the parent and licensed prescriber to the licensed school nurse to administer medication for up to two school days until a written authorization is received.
3. All medications must be in the original pharmacy labeled container. Each container should have the name and phone number of the pharmacy, student's name, physicians name, medication name, dosage, time to be given and route (oral, inhaled, etc.).
4. Medication shall be kept in the Health Office in a locked and limited access storage space and administered by the licensed school nurse or her/his designee. When appropriate, a student can carry and/or self-administer a prescription medication with written authorization from the parent/guardian and physician/licensed prescriber.
5. The Luverne Schools will not administer any medications that are not approved and regulated by the Federal Drug Administration (FDA).

6. Medication will be returned or destroyed when discontinued or at the end of the school year in accordance with the procedure for medication destruction.

7. 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 or container label with new pharmacy instructions shall be required immediately as well.

8. For drugs or medicine used by children with a disability, administration may be as provided in the IEP, Section 504 plan or IHP.

9. The school nurse, or other designated person, shall be responsible for the filing of the Administering Prescription Medications 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 and to other personnel designated to administer the medication.

10. Procedures for administration of drugs and 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.

11. Specific Exceptions.

a. Special health treatments and health functions such as catheterization, tracheotomy suctioning, and gastrostomy feedings do not constitute administration of drugs and medicine;

b. Emergency healthy procedures, including emergency administration of drugs and medicine are not subject to this policy;

c. Drugs or medicine provided or administered by a public health agency to prevent or control an illness or a disease outbreak are not governed by this policy;

d. Drugs or medicines used at school in connection with services for which a minor may give effective consent are not governed by this policy;

e. Drugs or medicines that are prescription asthma or reactive airway disease medications can be self-administered by a student with an asthma inhaler if:

1. the school district has received a written authorization from the pupil's parent permitting the student to self-administer the medication;

2. the inhaler is properly labeled for that students; and
3. the parent has not requested school personnel to administer the medication to the student. The parent 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.

12. Medications:

- a. that are used off school grounds;
- b. that are used in connection with athletics or extracurricular activities; or
- c. that are used in connection with activities that occur before or after the regular school day are not governed by this policy.

13. At the start of each school year or at the time a student enrolls in school, whichever is first, a student’s parent, school staff, including those responsible for student health care, and the prescribing medical professional must develop and implement an individualized written health plan for a student who is prescribed nonsyringe injectors of epinephrine that enables a student to:

- a. possess nonsyringe injectors of epinephrine; or
- b. if the parent and prescribing medical 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 health plan may be included in a student’s 504 plan.

14. “Parent” for students 18 years old or older is the student.

#### **I V . NONPRESCRIPTION MEDICATION ADMINISTRATION**

The Luverne Schools has acetaminophen (generic Tylenol) and ibuprofen (generic Advil) available for students with complaints of headache and/or muscle aches. Written parent/guardian permission must be on file for students to receive acetaminophen or ibuprofen at school.

Any other over the counter (OTC) medication (e.g. cough/cold remedies, antihistamines, pain relievers, anti-inflammatories) to be administered at school must be sent in the original container with written parent/guardian permission. The time the student last received the medication must also be sent.

A secondary student may possess and use nonprescription pain relief in a manner consistent with the labeling, if the school district has received written authorization from the student's parent or guardian permitting the student to self-administer the medication. The parent or guardian must submit written authorization for the student to self-administer the medication each school year. The school district may revoke a student's privilege to possess and use nonprescription pain relievers if the school district determines that the student is abusing the privilege. This provision does not apply to the possession or use of any drug or product containing ephedrine or pseudoephedrine as its sole active ingredient or as one of its active ingredients. Except as state in this paragraph, only prescription medications are governed by this policy.

Date of Adoption:

July 1, 1979

Revised:

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August 23, 2012  
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Authority for Policy:

Board of Education