

Administering Medicines to Students

Board Policy

Medical treatment, which consists of dispensing of medication, is the responsibility of the parent/guardian and the family physician and should be rarely given by school personnel. The only exception is when it is deemed necessary by the family physician and parent/guardian that medication be administered during school hours. On those rare occasions, school personnel may administer the medication in accordance with this policy, as outlined. Parents and family physicians are encouraged to work out a schedule of giving medication outside of school hours. The exception to this policy relates to asthma inhalers, Policy 3512, which allows students to self-medicate for inhalers only.

Guidelines

The following guidelines are intended to be used for compliance with this policy:

1. The School District and the parents acknowledge that the administration of medication by the District is at the direction of the student's physician, and is being administered by non-medically trained personnel, who do not represent themselves as capable of independent judgment relative to the administration of medication and the effects thereof.
2. All dispensing of medication requires a signed request from the parents and student's physician for school personnel to administer the medication as prescribed in the written statement from the physician. The principal's signature of the school that the student attends shall also be required on the Physician & Parent's Request Form.
3. Specific directions for the administration of the medication to be given must be included in the written statement from the attending physician, clearly specifying the condition for which the drug is to be given, how it is to be given, dosage and related information.
4. Specific instructions should be included for the emergency treatment of possible allergic reaction, and should clearly state what type of reaction might be expected, i.e., localized, generalized, severe, mild, etc. The initial dose must be administered at home, physician's office, or hospital to note that likely allergic reactions do not occur.
5. All prescription medication must be received at school in its original pharmaceutical labeled container. Any over-the-counter medication must be received in its original container and labeled with the student's name on it.
6. Medication orders must be renewed by the attending physician and a request signed by the physician and parents at the beginning of each school year upon entrance and each time a medication or dosage change is made.

7. All prescribed medication will be given to the principal, or his designee, by the parents. No medication is allowed to travel with the students on the bus, or to be given to a bus driver to give to the principal. The exception to this would be asthma inhalers and supplies or equipment necessary for diabetes monitoring and/or treatment of diabetes.
8. All medications will be kept in a locked container not accessible to students.
9. The principal, staff, or other school employee may not alter the dosage. Any alteration of dosage must be accompanied by a new “Physician’s and Parent’s Request for the Administration of Medicine by School Personnel” form, completed and signed by the physician and parent. Under emergency conditions, these provisions of notice will be considered to be temporarily fulfilled upon receiving the forms containing the physician’s signature, with written concurrence (fax of copy) from the parent or guardian, including a signature. Such requests will be honored for a period of not more than six (6) consecutive school days. By that time, the forms must contain the parent’s signature.
10. If the correct quantity of medication is not provided in easily used dosage, the principal will notify the parent/guardian that school staff cannot dispense it to the student as provided.
11. If the parent/guardian initiates in writing a request to discontinue the medication as per the Physician’s and Parent’s Request form, the building principal will comply with the written request. The Principal will encourage the parent or guardian to provide written confirmation of the request from the physician.
12. A student with diabetes, upon written request of the student’s parent or guardian and written authorization from the student’s treating physician, shall be permitted by the Board to perform blood glucose checks, administer insulin through the insulin delivery system the student uses, treat hypoglycemia and hyperglycemia, and otherwise attend to the care and management of the student’s diabetes in the classroom and in any area of the school or school grounds, and to possess on the student’s person at all times all necessary supplies and equipment to perform these monitoring and treatment functions.

Policy History:

Adopted on: May 15, 2014

Revised on: September 18, 2014

