

Administration of Medication to Students

Students may need to take medication during the school day. Persons authorized to administer a medication or drug include a licensed registered nurse, physician, an authorized practitioner, persons who have successfully completed a medication administration course and delegated by the registered nurse, or the students' parent/legal guardians, or the student may self-administer in certain circumstances as stated in the administrative guidelines. A medication administration course and periodic updates shall be conducted by a registered nurse or licensed pharmacist. A record of course completion will be maintained in the district's health services office.

A drug is defined as: a substance recognized by an official pharmacopoeia or formulary. A substance intended for use in the diagnosis, cure, mitigation, treatment, or prevention of disease. A substance (other than food) intended to affect the structure or any function of the body.

ALL medications, over-the-counter (see Exceptions) as well as prescribed, will require written and dated authorization from the parent(s) or guardian AND a legal prescriber (physician, dentist, podiatrist, physician assistant, advanced registered nurse practitioner or another health care provider legally authorized to prescribe medications).

A statement of the legal prescriber's directions specifying frequency, amount, method of administration, and description of anticipated reactions to and possible side effects of the medicine signed by the legal prescriber must be filed at the school.

A written medication administration record shall be on file, which includes the following:

- Date of receipt of medication
- Name of student
- Prescriber or person authorizing administration
- Name of medicine
- Medication dosage
- Administration time
- Administration method
- Any unusual circumstances, actions or omissions
- Signature and title of the person administering medication

Medication shall be maintained in the original, labeled container, either as dispensed or in the manufacturer's container. Medication shall be stored in a secured area unless an alternative provision is documented. Medication information shall be confidential information.

Disposal of unused, discontinued/recalled, or expired medication shall be in compliance with federal and state law. Prior to disposal, school personnel shall make a reasonable attempt to return medication by providing written notification that expired, discontinued, or unused medications need to be picked up. If medication is not picked up by the date specified, disposal shall be in accordance with the disposal procedures for the specific category of medication.

Adopted: November 9, 1992

Revised: March 14, 2016

Revised: August 14, 2017/September 18, 2017

Administrative Guidelines

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Some medications may be required to be self-administered, such as asthma inhalers, EpiPens or other alternative provisions as determined by healthcare provider and school nurse. By law, students with asthma or other airway constricting diseases or students at risk of anaphylaxis who use epinephrine auto-injectors may self-administer their medication upon the written approval of the student's parent and prescribing licensed health care professional regardless of competency. When administration of the medication requires ongoing professional health judgment, an individual health plan and/or an emergency plan shall be developed jointly by the school nurse, student, and student's parent/legal guardian. Emergency protocols will be shared with all staff working with the student.

EXCEPTION FOR NOT HAVING A LEGAL PRESCRIBER
FOR ONLY MIDDLE SCHOOLS AND HIGH SCHOOLS:

Over-the-counter pain relievers (ibuprofen and acetaminophen only) may be administered in the middle and high schools by an authorized staff member with the written permission of the parent/guardian based on student self-assessment and according to the manufacturer's direction. Students may receive up to five (5) doses, after which the school nurse will assess the student and contact the parent/guardian to determine if medical referral is needed before any more doses can be given. Based upon assessment findings and discussion with parent/guardian, a school nurse can determine if it is appropriate to administer medication regardless of the number of doses given until the parent or legal guardian provides permission from a licensed health care provider. An administration log of all medications given will be maintained in the school health office.

EXCEPTION FOR SUNSCREEN:

Sunscreen is considered an OTC (over-the-counter) by the Food & Drug Administration (FDA). Sunscreen will be applied to students by staff only with the written permission of the parent/guardian. Students will be allowed to carry sunscreen supplied by the parent/guardian/student and self-apply without written permission. All staff applying sunscreen will be provided information on the FDA guidelines regarding proper sunscreen application.

ESSENTIAL OILS:

Health office personnel are not permitted to administer essential oils or aromatherapy to students. If prescribed by a licensed healthcare provider, the nurse will evaluate each circumstance on an individual basis and work with the healthcare provider and parent/guardian. The federal government regulates essential oils under the Code of Federal Regulations (CFR), Title 21 CFR 182.20. The Food and Drug

Administration (FDA) is responsible for enforcement of essential oils and their intended uses. According to the FDA, “if a product is intended for a therapeutic use, such as treating or preventing disease, or to affect the structure or function of the body, it is a drug. Under the law, drugs must meet requirements such as FDA approval for safety and effectiveness before they go on the market.” However, many essential oils have not obtained the requisite approval to be sold as FDA-approved drugs.