

*Adopted: June 24, 1996*  
*Revised: April 2000, December 2000; April 2004; April 2005*  
*Review Date: April 2008*

## **516 STUDENT MEDICATION**

### **I. PURPOSE**

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

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

The school district acknowledges that some students may require medication during the school day. These will be administered in accordance with laws and with school district procedures. Administration of medication will be done by public health nurse, School Health Aide, designated school health paraprofessional or designated school person under the supervision of the public health nurse. Decision to administer medication will be at the discretion of the Primary Public Health Nurse.

### **III. REQUIREMENTS.**

If medication must be given in the school setting to maintain the student's health, the following will be required:

- A. Medication given in the school needs to be brought in an original container or labeled prescription bottle. Medication must not be expired (as noted on label). Prescription and non-prescription medications must be FDA approved.
- B. A written request from the parent with the following information shall be obtained before any prescription or nonprescription medication or change in medication is administered. (**please note:** prescription medication also requires Physician, Nurse Practitioner or Physician's Assistant signature): The student name, grade, parent name, name of medication, dosage and route, time of administration, diagnosis, possible side effects, stop date of medication, physician name, allergies should be completed on a Medication Authorization form which can be obtained from the Health Office. If the written request form is not complete from parent or physician, they will be contacted for the information prior to administration or notified that more information is needed before medication can be administered.
- C. The Public Health Nurse will verify prescription/non-prescription medication, as needed, with a physician, nurse practitioner, or physician's assistant.
- D. When a designated school health paraprofessional administers medication initially, they are required to be in contact with the Public Health Nurse prior to administration.
- E. It is recommended that medications prescribed three times a day by a physician be administered by parent in a.m. before school, after the child returns home from school, and at bedtime. Decision to administer will be discretion of primary caregiver.
- F. The public health nurse may refuse to administer a medication, if the medication policy is not followed.

- G. All medications shall be kept in the school office, in a designated, safe locked compartment, unless the student's parent has been contacted and substitute arrangements are made. See Self Medicating Student protocol. The school and Redwood County Public Health will not be responsible for students who self medicate and do not notify the school office of use of medication within the school setting.
- H. A Medication and Treatment Record will be completed on each student receiving a medication, and it will be filed in the health section of the student file.
- I. Medication Protocol specific to insulin/insulin administration. Under the standing orders of a Medical Doctor, the parent may request the health office to make a change in insulin dose. This may be adjusted by a diabetic nurse educator or other health professional identified by the MD. Students may self administer insulin per syringe or pump as indicated on the Individual Health Plan.
- J. Teachers who are directly involved with a student on medication may be informed of medication being administered and possible side effects, if appropriate.
- K. Emergency health procedures, including emergency administration of drugs and medicine are not subject to this policy.
- L. 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.
- M. Drugs or medicines used at school in connection with services for which a minor may give effective consent are not governed by this policy.
- N. **SELF MEDICATING STUDENT PROCEDURE:** All self medicating students must be authorized by the Primary Public Health nurse. Students will be considered for self medication who demonstrates ability, motivation and responsibility to self medicate. This will be determined by the Public Health Nurse in conjunction with student's parents & physician, if appropriate, during an assessment process of these student's medication needs. This self medication will be implemented by use of an individual's health plan developed by student, parent and PHN. The individual health plan will document student's knowledge of his/her particular medication and other appropriate health information. **Termination of this self medication plan may occur at any time if the Public Health Nurse determines it is unsafe to the student or school community or at parental request.** For the self medicating student, it will be the responsibility of the student, not school personnel, to get his/her medication at the designated time. Assisting students to become independent in safe, responsible use of medications will be the goal of self medications. **\*Modification of this protocol will be made for individual students based on nursing assessment.\***
- O. Prescription nonsyringe injectors of epinephrine, consistent with state law, if the parent and prescribing medical professional annually inform the pupil's school in writing that:
1. the pupil may possess the epinephrine; or
  2. the pupil is unable to possess the epinephrine and requires immediate

access to nonsyringe injectors of epinephrine that the parent provides, properly labeled, to the school for the pupil as needed.

P. **MEDICATION FOR OFF SITE SCHOOL ACTIVITIES**

- Medication for off site school activities may include field trips, activity days or relocation for immediate safety concerns such as bomb threats or other off site school activities.
- The health office will not plan to send medication from school for students involved in these activities. The parents/responsible persons are to contact the school health nurse if arrangements need to be made for safe medication administration. Medications that Public Health would recommend be sent would include seizure medication, asthma medication and epinephrine for allergic reactions.

Q. **MEDICATION PICKUP & DISPOSAL**

1. **CONTROLLED SUBSTANCE MEDICATION**

A controlled substance medication will need to be picked up by a parent/guardian or designated adult. **It will not be sent home with the student.** If someone other than the parent/guardian picks up the medication, a written note with the parent's signature should be sent with the designated adult authorizing them to pick up this medication. Controlled substance medications will be counted by two people, recorded, and signed for.

2. **NON- CONTROLLED SUBSTANCE MEDICATIONS**

Non-controlled substance medications may be sent home with students with written or verbal request of the parent. The Public Health Nurse and/or parent have the responsibility to request some non-controlled substance medications be picked up by parents if it poses a risk to send it home with a student i.e. young age, toxicity of drug, etc.

3. **DISPOSAL OF MEDICATION**

Medication left in the health office at the end of the school year will be disposed of one week after the end of the school year.

***Legal References:***

Minn Stat. § 13.32 (Student Health records 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 Nonsyringe 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)  
Redwood County Public Health School Medication Policy

***Cross References:***

Policy 418 (Drug-Free Workplace/Drug-Free School)