

## Ridgeview C.U.S.D. #19

### MEDICATION POLICY 7:270

#### Administering Medicines to Students

Teachers and other non-administrative employees, except school nurses, shall not be required to administer medication to students. Parent(s)/guardian(s) are responsible for administering medication to their children. Administering medication during school hours or during school-related activities is discouraged unless it is necessary for the critical health and well-being of the student. Parent(s)/guardian(s) may authorize their child to self-administer a medication according to the District's procedures for student self-administration of medication.

The Building Principal shall include this policy in the Student Handbook and shall provide a copy to the parent(s)/guardian(s) of students.

#### ADMINISTRATIVE PROCEDURES 7:270 E-1

**Procedure for administration of prescribed medications**-meaning medication requiring a written order for dispensing signed by a licensed prescriber defined in this document as:

- a. Physician – a physician licensed to practice medicine in all of its branches including Medical Doctors and Doctors of Osteopathy;
  - b. Dentist – a person licensed to practice dentistry in any of its branches;
  - c. Podiatrist – a person licensed to practice podiatry.
1. All medication will be turned into the school health office with a current pharmaceutical label indicating the student's name, name of medication, medication dosage, route, and time of administration, the date, the prescriber, and the pharmacy name and phone number.
2. Each medication will be accompanied by a medications authorization form completely filled out and signed by the parent(s)/guardian(s) and licensed prescriber to be on file with the school principal/school nurse. Inhaler exception: If the pharmacy label is attached to the inhaler or presented on the inhaler box, the label may serve as the physician signature on the School Medication Authorization form.
3. Medication will be stored in a locked cabinet, with exception of prescribed inhalers and epinephrine auto-injectors. Inhalers and epinephrine auto-injectors will be allowed to be in the student's possession for self-administration as long as the medication authorization form has been completed as stated above. **Any student that self-administers an epinephrine auto-injector shall immediately report to the school nurse or in the event of the school nurse's absence, the student will report to the district superintendent's designated personnel for further treatment.**
4. Medication will be administered by the registered school nurse and documented on the medication form including date, time, route, student's name, dose and the

- nurse's initials and signature. This form will be placed in the student's health record after completed.
5. The registered school nurse is allowed to administer the student's medication within a one hour timeframe before and/or after the scheduled time due to the occurrence of a school emergency and/or also the travel time needed between schools in the district.
  6. In the event of the school nurse's absence the student will self administer his/her medication in the presence of the district superintendent's designated personnel. This designated person will initial and sign the medication record.
  7. Water will be available for students to use while taking their medication.
  8. In the event a medication is not administered or not administered in the designated timeframe the reason will be documented on the student's medication form.
  9. When a student's medication is in need of a refill the empty medication container will be sent home with the student. A written note will accompany the container indicating a refill is needed.
  10. At the end of the school year, or the end of the medication treatment regime the medication container will be sent home with the student. A note will accompany this container with the number or amount of medication remaining. In the event this medication is not taken home, the medication will be disposed of by the school nurse in the presence of a school designated witness and will be documented on the student's medication form.
  11. A written order by the licensed prescriber will be required to have the medication discontinued.
  12. If the above guidelines are not followed the student will not be administered the prescribed medication.
  13. If a student is found with medication in their possession without the written permission by the parent(s)/guardian(s) and the licensed prescriber as stated above the student shall be subject to disciplinary measures including suspension and/or expulsion.
  14. If a student is found distributing medication to other students the student shall be subject to suspension and/or expulsion. (This includes cough drops, prescribed medications and over the counter medications).

**Procedure for medication administration on a field trip/outdoor education:**

1. Prescribed medications will be self-administered by the student while on the field trip. The student will be supervised by the district designated personnel in taking his/her medication.
2. The prescribed medication will be taken on the field trip by the teacher/sponsor in the prescription bottle with the pharmaceutical label attached as described in the medication policy. A copy of the medication authorization form will accompany the medication. Parent(s)/guardian(s) may accompany the student on the field trip and administer the student's medication.

