



Jersey Community Unit School District No. 100

Brad Tuttle, Superintendent

100 Lincoln Ave. - Jerseyville, IL 62052

Phone: 618-498-5561 Fax: 618-498-5265

Administering Medicine to Students

1. Only those medications necessary to maintain the student's critical health and well-being will be administered during school hours or during school activities.
2. All medications given to students must be prescribed by a licensed prescriber on an individual basis determined by the student's health status. All approved orders for medication administration will be renewed each school year.
3. An *Administering Medication to Student* Form must be completed and signed by the student's licensed prescriber and the parent/guardian in order for medication, non-prescription or prescription, to be given. Permission renewal is required each school year.
 - a. **Exception:** Asthma inhalers must have the pharmacy label attached and a completed *Administering Asthma Form* on file.
 - b. **With proper authorization:** A student may possess an epinephrine auto-injector, and emergency rescue inhaler for asthma, and/or medication prescribed for the treatment of diabetes for immediate use at the student's discretion.
 - c. **The School District and its employees and agents** shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from the self-administration of medication or use of an epinephrine auto-injector or the storage of the medication by school personnel. A student's parent/guardian must indemnify and hold harmless the School District and its employees and agents against any claims, except a claim based on willful and wanton conduct, arising from the self-administration of medication or use of an epinephrine auto-injector, or the storage of the medication by school personnel.
4. The parent/guardian of the student must assume the responsibility of informing the school nurse in writing of any change in the student's health. Change in medication administration will be through a revised order or other written authorization from the licensed prescriber as approved by the school nurse.
5. The school nurse will review the written order and consult with the parent or the licensed prescriber for additional information as necessary. The school nurse retains the discretion to deny requests for the administration of medication. This decision may be appealed to the building Assistant Principal or Principal.

6. **Medication must be delivered to school personnel by an adult (at which time it will be counted and logged). Medication must be in the original package or appropriately labeled container. This also pertains to refills of medication.**
 - a. Prescription medication shall display:
 - Student's Name
 - Prescription Number
 - Medication Name and Dosage
 - Administration Route and/or Other Directions
 - Date and Refill
 - Licensed Prescriber's Name
 - Pharmacy Name, Address & Phone Number
 - Name or Initials of Pharmacist
 - b. Over-the-counter medication brought to school must have the manufacturer's original label with the ingredients listed and the student's name affixed to the container.
7. An employee may administer medications in situations if, under the circumstances, the school nurse, or administrator cannot be available in sufficient time and the student cannot reasonably self-administer the medication.
8. Parents may administer medication with approval of the school nurse or the principal.
9. Each dose of medication shall be documented in the student's health record. The date, time, dosage, route, and the signature of the person administering or supervising the student in self-administration must be documented.
10. Medication will be kept in a locked cabinet. Medication requiring refrigeration will be kept in a secure place. Expired medication will be discarded/turned over to local law enforcement for proper disposal. Any medication that is not picked up at the end of the school year by the parent/guardian will be discarded/turned over to local law enforcement for proper disposal.
11. The *Administering Medication to Student* Form and the *Administering Asthma* Form are available in the Health Forms folder, under District Forms & Information located under the Students & Parents tab on the District Website.
12. Daily medication will be dispensed during scheduled lunch hours in each building.
Please Note: In an emergency, times may be subject to change.
13. Students who have Diabetes, students with allergies which require an Epi-Pen (or other prescribed allergy medication), and students with asthma who utilize inhalers will receive their medication/treatment as prescribed by their doctor or licensed prescriber and outlined in their care plan.