

## Medication at School

Each school principal shall authorize at least two staff members to administer prescribed or over-the-counter oral or topical medication, eye drops or eardrops ("medication"). Oral medications are administered by mouth either by swallowing or by inhaling and may include administration by mask if the mask covers the mouth or mouth and nose. These designated staff members will participate in in-service training session conducted by a physician or registered nurse prior to the opening of school each year for the tasks that will be delegated to them.

Prescribed or over-the-counter medication may be dispensed to students on a scheduled basis upon written authorization from a parent with a written request by a licensed health professional prescribing within the scope of their prescriptive authority. If the medication is to be administered more than fifteen consecutive days the written request must be accompanied by written instructions from a licensed health professional. Requests will be valid for not more than the current school year. The prescribed or over-the-counter medication must be properly labeled and be contained in the original container. The registered nurse or trained staff member will:

- A. Collect the medication directly from the parent (students should not transport medication to school), collect an authorization form properly signed by the parent and by the prescribing licensed health professional and collect instructions from the prescribing licensed health professional if the medication is to be administered for more than fifteen consecutive days.
- B. Store the prescription or non-prescribed medication in a locked, substantially constructed cabinet.
- C. Maintain a daily record that indicates that the prescribed or non-prescribed oral medication was dispensed.
- D. Provide for supervision by a physician or registered nurse.

A copy of this policy shall be provided to the parent upon request for administration of medication in the schools.

Medications administered, other than orally, topically, or eye or eardrops may only be administered by a registered nurse or licensed practical nurse. No prescribed medication will be administered by injection by staff except when a student is susceptible to a predetermined, life-endangering situation. Such medication will be administered by staff trained by the supervising registered nurse who has delegated the authority to administer such an injection.

Written orders for emergency medication, signed and dated, from the licensed health professional prescribing within his or her prescriptive authority will:

- A. State that the student suffers from an allergy which may result in an anaphylactic reaction;
- B. Identify the drug, the mode of administration, and the dose. Epinephrine administered by inhalation, rather than injection, may be a treatment option. This decision must be made by the licensed health professional prescribing within his or her prescriptive authority;
- C. Indicate when the injection will be administered based on anticipated symptoms or time lapse from exposure to the allergen;
- D. Recommend follow-up after administration, which may include care of the stinger, administration of additional medications, transport to hospital; and
- E. Specify how to report to the health professional prescribing within his or her prescriptive authority and any record keeping recommendations.

If a health professional and a student's parent request that a student be permitted to carry his/or her own medication and /or be permitted to self-administer the medication, the principal may grant permission after consulting with the school nurse. The process for requesting and providing instructions will be the same as established for oral medications. The principal and nurse will take into account the age, maturity and capability of the student; the nature of the medication; the circumstances under which the student will or may have to self-administer the medication and other issues relevant in the specific case before authorizing a student to carry and/or self-administer medication at school. Except in the case of multi-dose devices (like asthma inhalers), students will only carry one day's supply of medication at a time. Violations of any conditions placed on the student permitted to carry and/or self-administer his or her own medication may result in termination of that permission, as well as the imposition of discipline when appropriate.

## HOQUIAM SCHOOL DISTRICT HEALTH SERVICES

### ADMINISTRATION OF MEDICATION AT SCHOOL

Please read these guidelines carefully and contact the School Nurse if you have any questions. These guidelines pertain to both prescription and over the counter medications.

#### 1. **MEDICATION REQUEST**

All requests for medication to be administered at school must be accompanied by a written request from both the licensed health professional (LHP) and the parent/guardian. The request must state that there exists a valid health reason that makes administration of the medication advisable during school hours. Requests for medication to be administered at school are only valid for one school year.

#### 2. **CONTAINER**

All prescription medication must be sent in the original container and properly labeled with the student's name, medication, dosage and instructions. The pharmacist will provide a second container for school upon parent request. Over the counter medications must be supplied in the original container.

#### 3. **BRINGING IN MEDICATION**

An adult must bring all medication to school. Medications brought to school in a plastic bag or anything other than a pharmaceutical container will not be administered. The quantity acceptable at school is restricted to not more than a 20 day supply.

#### 4. **DIVIDING MEDICATION**

If a tablet must be divided to obtain the correct dose, the pharmacist should be asked to divide the tablet when filling the prescription. If not divided by the pharmacist, then divided doses are the responsibility of the parent. School staff will not divide medications.

#### 5. **TYPES OF MEDICATIONS THAT CAN BE ADMINISTERED AT SCHOOL**

The state law allows administration of **oral or topical medication, eye drops or eardrops**. Medication inhaled through the mouth (e.g. asthma inhalers) is considered oral medications. Medications administered, other than orally, topically, or eye or eardrops may only be administered by a registered or licensed practical nurse. No prescribed medication will be administered by injection by staff except when a student is susceptible to a predetermined, life-threatening situation. School staff may administer these injections only when current medication authorization forms are complete and the School Nurse has provided training, as well as delegated the procedure to trained staff.

#### 6. **DISASTER PLANNING**

Parent/guardian are asked to identify medication that students take outside of school and to whom the missing of three days of medications would pose a serious health risk for the student or others (asthma, diabetes, seizure disorder, etc.). Please provide a 3-day supply of these medications and the necessary authorization forms and instructions for these medications.

#### 7. **FIELD TRIPS AND SUMMER SCHOOL**

All of the above requirements apply to day or overnight field trips and summer school.

#### 8. **PICKING UP MEDICATION**

All medication must be picked up at the end of the school year by the parent. Medications not picked up will be counted by two school district staff members, disposed of and recorded. **The school cannot store medications over the summer.**