

## **MEDICATIONS GIVEN AT SCHOOL (REGULATION)**

Giving medications to students at school requires the utmost care and caution on the part of school staff. The danger of a student receiving an incorrect medication puts the student's health at risk and places the school and employees in legal jeopardy. The board of education has established policies and procedures for the safe administration of medications at school, including the following:

1. The principal designates in writing which school employees may administer medications to students.
2. The school nurse:
  - A. Is responsible for the design, implementation and monitoring of procedures for administering and storing of all medications;
  - B. Communicates between the physician, parent, student, and school personnel concerning medications;
  - C. Is responsible for acquainting school personnel with the purposes of medications, possible side effects, and observable reactions expected;
  - D. Provides an annual in-service for principals, teachers, and those designated to administer medications, describing proper techniques and discussing safety issues. The nurse then provides ongoing monitoring for safe practices during the school year.
3. Designated school employees:
  - A. Are responsible for knowing and following the policy and correct procedures outlined for administering medications at school. The superintendent shall designate the employee(s) responsible for obtaining the Epinephrine injectors at each school site. Prior to the administration of an Epinephrine injector by a school employee, verification shall be made by the school employee that an executed waiver of liability by a parent or guardian is on file with the school district. Whenever a student is believed to be having an anaphylactic reaction, a school employee shall call 911 as soon as possible; and
  - B. Report to the principal and the school nurse any noted discrepancies in the medication orders for the student.

An appeal procedure review committee composed of two district administrators, a local physician, and a school nurse, will be established to address unusual circumstances which may arise but are not covered by the stated guidelines of the district's policy on administering medication at school. The committee will be chaired and convened by the director of health services as specific situations arise.

Information describing the rationale of the district's policy is available for parents to help them understand the need for the policy and these regulations.

***Adoption Date: August 10, 2015***