

ADMINISTERING MEDICINES TO STUDENTS

Many students are able to attend school regularly only through effective use of medication in the treatment of disabilities or illnesses that do not hinder the health or welfare of others. If possible, all medication should be given by the parent(s) at home. If this is not possible, it is done in compliance with the following.

1. Only employees of the Board who are licensed health professionals, or who are appointed by the Board and have completed a drug administration training program meeting State law requirements, conducted by a licensed health professional and considered appropriate by the Board, can administer prescription drugs to students.
2. The school nurse or an appropriate person appointed by the Board supervises the secure and proper storage and dispensation of medications. The drug must be received in the container in which it was dispensed by the prescribing physician or others licensed to prescribe medication.
3. Written permission must be received from the parent(s) of the student, requesting that the school nurse or an appropriate person comply with the physician's order.
4. The school nurse or other designated individual must receive and retain a statement which complies with State law and is signed by the physician who prescribed the drug or other person licensed to prescribe medication.
5. The parent(s) must agree to submit a revised statement, signed by the physician or other licensed individual who prescribed the drug, to the nurse or other designated individual if any of the information originally provided by the physician or licensed individual changes.
6. No employee who is authorized by the Board to administer a prescribed drug and who has a copy of the most recent statement is liable in civil damages for administering or failing to administer the drug, unless he/she acts in a manner which would constitute "gross negligence or wanton or reckless misconduct."
7. No person employed by the Board is required to administer a drug to a student except pursuant to requirements established under this policy. The Board shall not require an employee to administer a drug to a student if the employee objects, on the basis of religious convictions, to administering the drug.

Inhalers for Asthma

Students have the right to possess and use a metered-dose inhaler or a dry-powder inhaler to alleviate asthmatic symptoms or before exercise to prevent the onset of asthmatic symptoms. The right applies at school or at any activity, event or program sponsored by or in which the student's school is a participant.

In order for a student to possess the inhaler, he/she must have written approval from the student's physician and parent or other caretaker. The principal and/or the school nurse must have received copies of these required written approvals.

Epinephrine Autoinjectors

Students are permitted to carry and use an epinephrine autoinjector (epipen) to treat anaphylaxis (severe allergic reactions). The right to carry and use an epipen extends to any activity, event or program sponsored by the student's school or activity, event or program in which the school participates.

Student possession of an epipen is permitted only if the student has written approval from the prescriber of the medication and, if a minor, from his/her parent. Written approval must be on file with the principal and, if one is assigned, the school nurse. In addition, the principal or school nurse must receive a backup dose of the medication from the parent or student.

Diabetes Medication

If a student's treating physician determines a student with diabetes is capable of performing diabetes care tasks, the student is permitted to attend to the self-care and management of his/her diabetes during regular school hours, and at school-sponsored activities upon written request from the student's parent/guardian or other person having care or charge of the student. Students may perform these tasks in the classroom, in any area of the school or school grounds, and at any school-sponsored activity. Students are permitted to possess, at all times, the necessary supplies and equipment to perform the tasks in accordance with the student's treating physician's orders. This right may be revoked if the student performs any care tasks or uses medical equipment for purposes other than the student's own care. The student is provided with a private area for performing self-care tasks if requested by the student, student's parent/guardian or other person having care or charge of the student.

Administration of Nonprescription Medications

In compliance with this policy, the Board urges parents to schedule a student's medication outside of school hours. Parent recommended, over-the-counter short-term medications such as pain relievers, anti-inflammatory medication, and antihistamines may give symptomatic relief to

students, thereby enabling learning and reducing classroom disruptions. These medications may be administered without written instructions from a licensed physician if administered in accordance with the following.

1. There shall be written instructions from the parent or guardian on the Medication Administration Authorization form specifying the medication, the amount of medication to be given, the time and frequency in which it may be taken, and the reason for its administration.
2. The medication shall be in its original container with its original label.
3. The medication shall be stored and secured in the office/clinic. Medication must be picked up at the end of the school year or it will be disposed of.
4. New forms must be submitted each school year and with each new medication. New forms must be submitted when any changes occur in the original medication, dose, or time.
5. The person designated to administer the medications shall maintain documentation on the medication log.
6. No employee who is authorized by the Board to administer medication is liable for the benefits or consequences of the medication when it is parent-prescribed.

[Adoption date: March 10, 1986]

[Re-adoption date: June 16, 1997]

[Re-adoption date: June 21, 2004]

[Re-adoption date: December 19, 2011]

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LEGAL REFS.: ORC 2305.23; 2305.231

3313.64; 3313.7112; 3313.712; 3313.713; 3313.716; 3313.718

3314.03; 3314.141

OAC 3301-35-06

CROSS REFS.: EBBA, First Aid

JFCH, Alcohol Use by Students

JFCI, Student Drug Abuse

ADMINISTERING MEDICINES TO STUDENTS
(General Regulations)

Only employees of the Board who are licensed health professionals, or who are appointed by the Board and have completed a drug administration training program conducted by a licensed health professional and considered appropriate by the Board, can administer prescription drugs to students.

Students needing medication are encouraged to receive the medication at home, if possible.

1. The person or persons designated to administer medication receives a written request, signed by the parent(s) having care or charge of the student, that the drug be administered to the student.
2. Each person designated to administer medication receives a statement, signed by the physician or other person licensed to prescribe medication, which includes all of the following information:
 - A. the name and address of the student;
 - B. the school and class in which the student is enrolled;
 - C. the name of the drug and the dosage to be administered;
 - D. the times or intervals at which each dosage of the drug is to be administered;
 - E. the date on which the administration of the drug is to begin;
 - F. the date on which the administration of the drug is to cease;
 - G. any severe adverse reactions which should be reported to the physician and one or more telephone numbers at which the person who prescribed the medication can be reached in case of an emergency and
 - H. special instructions for administration of the drug, including sterile conditions and storage.
3. The parent(s) agree to submit a revised statement signed by the physician who prescribed the drug to the person designated to administer medication if any of the information provided by the person licensed to prescribe medication as described above changes.
4. The person authorized to administer the drug receives a copy of the statement described above.

5. The drug is received by the person authorized to administer the drug to the student for whom the drug is prescribed in the container in which it was dispensed by the prescribing physician or other licensed professional.

The person designated by the Board establishes a location in each school building for the storage of drugs to be administered. All such drugs shall be stored in that location in a locked storage place. Drugs which require refrigeration may be kept in a refrigerator in a place not commonly used by students.

No person who has been authorized by the Board to administer a drug and has a copy of the most recent statement which was given to him/her prior to administering the drug is liable for administering or failing to administer the drug, unless such person acts in a manner which constitutes "gross negligence or wanton or reckless misconduct."

A person employed by the Board is not required to administer a prescribed drug to a student unless a Board regulation establishes a requirement; furthermore, the Board shall not require an employee to administer a drug to a student if the employee objects, on the basis of religious convictions, to administering the drug.

Board policy and regulations regarding dispensation of medication must be formally adopted by the Board and may be changed, modified or revised only by action of the Board.

(Approval date: March 10, 1986)

(Re-approval date: June 16, 1997)

(Re-approval date: August 15, 2005)

(Re-approval date: December 19, 2011)

ADMINISTERING MEDICINES TO STUDENTS
(Use of Asthma Inhalers)

In order for a student to possess and use an inhaler, he/she must have written approval from the student's physician and parent or other caretaker. The principal and/or the school nurse must have received copies of these required written approvals.

The physician's written approval must specify the minimum following information:

1. the student's name and address;
2. the name of the medication contained in the inhaler;
3. the date the administration of the medication is to begin;
4. the date, if known, that the administration of the medication is to cease;
5. written instructions which outline the procedures school personnel should follow in the event that the asthma medication does not produce the expected relief from the student's asthma attack;
6. any severe adverse reactions that may occur to the student using the inhaler that should be reported to the physician;
7. any severe reactions that may occur to another student for whom the inhaler is not prescribed, should he/she receive a dose of the medication;
8. at least one emergency telephone number for contacting the physician;
9. at least one emergency telephone number for contacting the parent, guardian or other person having care or charge of the student in an emergency and
10. any other special instructions from the physician.

In no circumstances will the District, any member of the Board or any Board employee be liable for injury, death or loss of person or property when a District employee prohibits a student from using an inhaler because the employee believes, in good faith, that the required written approvals have not been received by the principal. Additionally, liability cannot accrue because the employee permits the use of an inhaler when the employee believes, in good faith, that the written approval(s) have been received by the appropriate authority.

(Approval date: December 19, 2011)

ADMINISTERING MEDICINES TO STUDENTS
(Use of Epinephrine Autoinjectors)

Student possession of an epi-pen is permitted only if the student has written approval from the prescriber of the medication and, if a minor, from his/her parent. Written approval must be on file with the principal and, if one is assigned, the school nurse. In addition, the principal or school nurse must receive a backup dose of the medication from the parent or student.

The prescriber's written approval must specify at least the following information:

1. student's name and address;
2. names and dose of the medication contained in the autoinjector;
3. the date the administration of the medication is to begin and, if known, the date the administration of the medication is to cease;
4. acknowledgement that the prescriber has determined that the student is capable of possessing and using the epi-pen appropriately and has provided the student with training in the proper use of the epi-pen;
5. circumstances in which the epi-pen should be used;
6. written instructions that outline procedures school personnel should follow if the student is unable to administer the medication or the medication does not produce the expected relief from the student's anaphylaxis (allergic response);
7. any severe reaction that:
 - A. the student may experience that should be reported to the prescriber or
 - B. that may occur to another student for whom the medication is not prescribed, if that student receives a dose of the medication;
8. at least one emergency telephone number each for contacting the prescriber and the parent and
9. any other special instructions from the prescriber.

Whenever a student is administered epinephrine at school or at an activity, event or program sponsored by the school or in which the school is a participant, a school employee must immediately request assistance from an emergency medical service provider. Request for medical assistance applies whether the student self-administers the medication or a school employee administers it to the student.

The Board and District employees are not liable in damages in a civil action for injury, death or loss to person or property allegedly arising if:

1. a school employee prohibits a student from using an epi-pen because he/she has a good faith belief that the conditions for carrying and using the medication have not been satisfied;
2. a school employee permits a student to carry and use an epi-pen because of the good faith that the conditions have been satisfied or
3. in instances in which a student is rightfully permitted to carry an epi-pen, the medication is used by a student for whom it was not prescribed.

All immunities granted to schools under the sovereign immunity law or any other law apply.

(Approval date: December 19, 2011)

CRESTVIEW LOCAL SCHOOL DISTRICT

MEDICATION AUTHORIZATION FORM

Each medication requires a separate form

Student Information

Name	Date of birth	School	Grade/Teacher	School year
Home Address/City/County of residence	List any known medication allergies or reactions		Height	Weight
Extra-curricular activities:				
Parent/Guardian Name	Phone Number	Cell Number	Work Number	Other
Parent/Guardian Name	Phone Number	Cell Number	Work Number	Other

Prescriber Authorization

MEDICATION

Name of Medication	Dosage	Route	
Time/Frequency	Circumstances for use:	Date to begin med. administration:	Date to end med. administration:
Special instructions:		Does this medication require refrigeration? ____ YES ____ NO	Is the medication a controlled substance? ____ YES ____ NO
Treatment in the event of adverse reaction :			
Possible Severe Adverse Reaction(s)/or side effects to be reported to the licensed healthcare provider:			
a. For the student prescribed:			
b. For another/unintended user who receives a dose:			
Procedure for school employees to follow if student is unable to administer the medication or if it does not produce the expected relief:			

EPI-PEN or GLUCAGON EMERGENCY KIT (Please circle)

<input type="checkbox"/>	Epinephrine Auto-injector or Glucagon Emergency Kit: Dosage to be administered intramuscularly into anterolateral aspect of the thigh. Reminder: If student is to self-carry Epinephrine or Glucagon, a back-up dose is required to keep in the school office. 911 should always be called if an Epi-pen or Glucagon is used.
<input type="checkbox"/>	Student needs to have Epinephrine Auto-injector or Glucagon Emergency Kit locked in the school office.
<input type="checkbox"/>	Student needs to carry Epinephrine Auto-injector or Glucagon Emergency Kit on the bus.
<input type="checkbox"/>	Student needs to carry Epinephrine Auto-injector or Glucagon Emergency Kit on person at all times. As the prescriber, I have determined that this student is capable of possessing and using this auto-injector appropriately and have provided the student with training in the proper use of the auto-injector.

INHALER

<input type="checkbox"/>	Asthma Inhaler
<input type="checkbox"/>	Student needs to have asthma inhaler locked in the school office.
<input checked="" type="checkbox"/>	Student needs to carry asthma inhaler on person at all times. As the prescriber, I have determined that this student is capable of possessing and using this inhaler appropriately and have provided the student with training in the proper use of the inhaler.

PRESCRIBER

Prescriber Signature:	Date:
Prescriber Name (print)	Phone: Fax:

Reminder: ORC 3313.718 requires a backup Epinephrine Auto-injector to be kept in the school office and best practice recommends a back-up asthma inhaler or Glucagon Emergency Kit as well.

CRESTVIEW LOCAL SCHOOL DISTRICT

MEDICATION AUTHORIZATION FORM

Each medication requires a separate form

(Parent Guardian Signature needed on back of this form.)

Parent/Guardian Authorization (Please sign to authorize medication to be administered at school- including self-carry-also see below.)

Student' Name:	Date of Birth:	Medication:
<ul style="list-style-type: none"> I authorize an employee of the school board to administer the above medication. I understand that additional parent/prescriber signed statements will be necessary if the dosage of medication is changed. I also authorize the school principal or nurse to talk with the prescriber or pharmacist to clarify the medication order. This Medication Authorization form must be received by the principal, his/her designee, and/or the school nurse. I understand that the medication must be in the original container and be properly labeled with the student's name, prescriber's name, date of prescription, name of medication, dosage, strength, time interval, route of administration and the drug expiration date when appropriate. 		
Parent/Guardian signature: _____		Date: _____

(or Glucagon Emergency Kit)

Parent/Guardian Self-Carry Authorization (Signature to authorize student to self-carry Asthma inhaler or Epinephrine auto-injector)

<ul style="list-style-type: none"> For Epinephrine Auto-injector: As the parent/guardian of this student, I authorize my child to possess and use an epinephrine auto-injector, as prescribed, at the school and any activity, event, or program sponsored by or in which the student's school is a participant. I understand that a school employee will immediately request assistance from an emergency medical service provider if this medication is administered. I will provide a backup dose of the medication to the school principal or nurse as required by law. For Asthma Inhaler: As the parent/guardian of this student, I authorize my child to possess and use an asthma inhaler as prescribed, at the school and any activity, event, or program sponsored by or in which the student's school is a participant. For Glucagon Emergency Kit: As the parent/guardian of this student, I authorize my child to possess and use Glucagon Emergency Kit as prescribed, at the school and any activity, event, or program sponsored by or in which the student's school is a participant.
Parent/Guardian signature: _____ Date: _____

Modification of HEA 7758 5/11

Revised 8/2018

Students requiring medication are encouraged to receive the medication at home, if possible. When your child must receive medication at school, the medication must be administered in compliance with the Crestview Local School Board Policy File: JHCD and Ohio Revised Code.

The following steps are to be followed before students may receive medication at school:

- The Medication Authorization Form including licensed prescriber* and parent/guardian signature(s) must be completed for any medication (prescription or over-the-counter).** A separate request form must be completed for each medication.
- The parent/guardian is responsible to bring the medication to school. Students may not carry medication.** An exception may be made for emergency medications, specifically asthma inhalers and Epinephrine auto-injectors, which the licensed prescriber has designated to be appropriate for the particular student to carry and specific criteria are met.
- If a student is to self-carry an **Epinephrine Auto-injector** at school for emergency treatment, Ohio Revised Code (ORC) **requires a back-up Epinephrine Auto-injector** be kept in the school office. EMS will be called whenever Epinephrine or Glucagon is administered. If an inhaler is to be carried by a student, ORC recommends a **back-up inhaler** be kept in the school office. And best practice recommends a **back-up Epinephrine Auto-injector** and **Glucagon Emergency Kit** be kept as well.
- All medication must be in the **original** container and be properly labeled with the student's name, prescriber's name, date of prescription, name of medication, dosage, strength, time interval, route of administration and the drug expiration date when appropriate.
- A new form needs to be completed each year and whenever the medication dosage or the procedure is changed.**
- The parent is responsible to notify the school if there is a change in the licensed prescriber or the medication is discontinued or changed.

Additional Medication Authorization Forms are available in the school office.

If you have any questions, please contact Rachelle Miller, R.N., at 419-895-1700, ext. 17702 or miller.rachelle@crestviewschools.net