

The board recognizes that students may need to take medication during school hours. School personnel may administer drugs or medication prescribed by a doctor upon the parents' written request. To minimize disruptions to the school day, medicines should be taken at home rather than at school whenever feasible. School personnel should not agree to administer any medication that could be taken at home.

A. STANDARDS FOR ADMINISTERING MEDICINES

1. If medication must be administered by school personnel, it shall be administered under the following conditions:
 - a. The student's parent or legal custodian has made a written request that school personnel administer the medication to the student.
 - b. A physician has prescribed the medication for use by the student for over-the-counter medications as well as medications available only by a physician's prescription and has given explicit written instructions describing the manner in which the drug or medication is to be administered on a medication form and/or emergency action plan.
 - c. Only medication clearly prescribed for the student may be administered by school personnel. At the time a parent brings a medication to school for administration, if school personnel have concerns regarding the appropriateness of a medication or dosage for a student, they shall consult with the School Nurse. If the School Nurse's is absent, the parent must obtain written confirmation from the student's doctor prior to administering the medicine or allowing a student to self-administer a medicine.
 - d. Prescription medication will be supplied in a container with pharmacist's label designating student's first and last name, name of medication, date prescription was filled, name of health professional who wrote the prescription, medication expiration date, storage information, instructions on administration. Over the counter medication will have original label and have the child's first and last name written or attached to the container along with the physician's order. All medications must have dosage amount, frequency and specific indications for "as needed". An accompanying action plan or medication order with this written information is acceptable. The action plan must bear the student's name and be signed and dated by the physician.
 - e. The employee administers the medication pursuant to the written physician instructions.
 - f. A record must be kept of all children receiving medication. This record must be accessible in the school's office.

- g. All school personnel who will be administering medicines must receive annual training
2. The superintendent shall develop procedures for implementing this policy. These rules and a copy of this policy must be made available to all students and parents each school year. The superintendent’s procedures should be developed according to the guidelines listed below.
- a. The health and welfare of the student must be of paramount concern in all decisions regarding the administration of medicine.
 - b. Students with special needs are to be afforded all rights provided by federal and state law as enumerated in the Policies Governing Services for Children with Disabilities. Students with disabilities also are to be afforded all rights provided by anti-discrimination laws, including Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act.
 - c. No student may possess, use or transmit any drug, medication or counterfeit drug prohibited by policy 4325, Drugs and Alcohol.
 - d. The board generally encourages school personnel to administer medicine from a centralized location. However, in all instances, whether from a centralized location or multiple locations, medicines kept at school for a student shall be kept in a locked and secure place with the exception of the emergency medications which shall be kept unlocked in a secure location or with the student. (See self-administration)
 - e. Although efforts should be made not to disrupt instructional time, a parent has the right to administer medicines to his or her child at any time while the child is on school property.
 - f. Written information maintained by school personnel regarding a student's medicinal and health needs is confidential. Parents and students must be accorded all rights provided by the Family Educational Rights and Privacy Act and state confidentiality laws. The principal, or school nurse, shall notify the teacher(s) on a “need to know” basis of students taking prescription medication over an extended period of time. Any employee who violates the confidentiality of the records may be subject to disciplinary action up to and including termination. The school must retain the medication records in the student’s permanent record per federal and state regulations.
 - g. In the event of a medication error, the appropriate first aid or emergency action will be taken. The principal, parent, and as needed the nurse or physician will be notified, the incident will be documented and a report prepared.

B. EMERGENCY MEDICATION

Students who are at risk for medical emergencies, such as those with asthma or severe allergies, must have an emergency health care plan developed for them to address emergency administration of medicine.

C. STUDENT SELF-ADMINISTERING MEDICATIONS

The board recognizes that students with asthma and/or subject to anaphylactic reactions or other life threatening condition may need to possess and self-administer appropriate medication on school property. As used in this policy, “emergency medication” means a medicine prescribed for the treatment of asthma, anaphylactic reactions or other life threatening condition and includes a prescribed asthma inhaler epinephrine auto-injector. The superintendent shall develop procedures for the possession and self-administration of emergency medication by students on school property, during the school day, at school-sponsored activities, and/or while in transit to or from school or school-sponsored events.

1. Before a student will be allowed to self-administer medicine pursuant to this section, the student’s parent or guardian must provide to the principal or designee all of the documents listed below.
 - a. written authorization from the student’s parent or guardian for the student to possess and self-administer emergency medication;
 - b. a written statement from the student’s health care practitioner verifying:
 - 1) that the student has an acute serious medical condition which could result in death without immediate treatment such as diabetes, asthma and/or an allergy that could result in anaphylactic reaction;
 - 2) that he or she prescribed medication for use on school property during the school day, at school-sponsored activities, or while in transit to or from school or school-sponsored events; and
 - 3) that the student understands, has been instructed in self-administration of the medication, and has demonstrated the skill level necessary to use the medication and any accompanying device;
 - c. a written emergency action plan formulated by the prescribing health care practitioner and a written care plan made by the physician and or RN, and parent/guardian for managing the student’s asthma or anaphylaxis episodes and for medication use by the student;
 - d. a statement provided by the school system and signed by the student’s parent or guardian acknowledging that the board of education and its agents are not

liable for injury arising from the student's possession and self-administration of medication; and

- e. any other documents or items necessary to comply with state and federal laws.
2. Prior to being permitted to self-administer medicine at school, the student also must demonstrate to the school nurse, or the nurse's designee, the skill level necessary to use the medication and any accompanying device.
3. The student is responsible for carrying their medication with them at all times.
4. Finally, the student's parent or guardian must provide to the school backup medication that school personnel are to keep in a location to which the student and school staff have access to in the event of an emergency.

All information provided to the school by the student's parent or guardian must be kept on file at the school in an easily accessible location. Any permission granted by the principal for a student to possess and self-administer emergency medication will be effective only for the same school for the current school year. Such permission must be reviewed annually.

A student who uses his or her prescribed medication in a manner other than as prescribed may be subject to disciplinary action pursuant to the school disciplinary policy. No one may impose disciplinary action on the student that limits or restricts the student's immediate access to the emergency medication.

The board does not assume any responsibility for the administration of medication to a student by the student, the student's parent or legal custodian or any other person who is not authorized by this policy to administer medications to students.

Legal References:

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| ❖ 42 U.S.C. 12134, 28 C.F.R. pt. 35 | Americans with Disabilities Act |
| ❖ 20 U.S.C. 1232g | Family Educational Rights and Privacy Act, |
| ❖ 20 U.S.C. 1400 et seq., 34 C.F.R. pt. 300 | Individuals with Disabilities Education Act |
| ❖ 29 U.S.C. -705(20), -794, 34 C.F.R. pt. 104 | Rehabilitation Act of 1973 |
| ❖ G.S. 115C-36, -307(c), - 375.2 | |
| ❖ GCS-D-000 | Policies Governing Services for Children
with Disabilities, State Board of Education
Policy |

Cross References:

- ❖ Policy 1310/4002, Parental Involvement Drugs and Alcohol
- ❖ Policy 4325

Adopted: March 7, 2013