

**ADMINISTRATION OF MEDICATION****1.0 Purpose**

Good health and safety are essential to student learning. The administration of medication to students during the school day should be discouraged unless absolutely necessary for the student's health. Administration of medication during the school day is essential to all some students to attend school. This policy establishes the standards that must be followed when any medication is required to be administered during attendance at school or school related events and to provide for emergency medication administration, when necessary.

**2.0 Physician's Order**

No medication, either prescription or nonprescription medication, shall be administered at school except by written order and specific instructions from the student's licensed health care provider. A Medication Order Form must be completed by the licensed health care provider and filed with the school nurse. Written permission from the parent or guardian must also be submitted to the school nurse. (This applies regardless of the length of time the medication is needed at school.)

**3.0 Prescription and Non-Prescription Medication Containers**

Prescription medication must be labeled clearly and accurately by a pharmacist or physician. Only one kind of medication may be included in a single bottle or container. A responsible adult must deliver the medication to the school. Students should never transport medication to school unless it is an emergency medication that they have approval to carry on their person, like an asthma inhaler or epi-pen, so ensure the student's safety and the safety of other students.

**5.0 Storage of Medication**

Each school shall designate space in the building to store student medication, at the correct temperature, in a secure, locked clean cabinet or refrigerator, as required. Medications that are needed for immediate emergency use in a life threatening situation may be carried on a student's person if there is a physician's written order explaining the necessity, and an assessment by the school nurse verifies that this can be safely done.

**6.0 Employee Training**

Each school principal in conjunction with the School Nurse shall be responsible for arranging appropriate training for school personnel who are designated to administer medication to students.

**7.0 Employee Responsibility**

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No employee may be required to administer medication to students, except those employees in the field of special education, whose employment commenced on or after July 1, 1989, and who receive appropriate training, as required by this policy, may be required to administer medication to students by the principal. Access to medications shall be under the authority of the administrator of the school in conjunction with the school nurse assigned to that school. If there is a full-time school nurse assigned to the building, the school nurse shall have authority over the access to prescribed medications.

**8.0 Medication Log**

Any employee who is designated to administer medication to students or observe students' self-administering of medication must accurately complete a medication log.

**9.0 Disciplinary Action**

Any student who violates the provisions of this policy shall be subject to disciplinary action.

**10.0 Compliance with this Policy**

Parents or guardians may come to the school office and administer their child's medication themselves if they do not wish to comply or cannot comply with this policy.

**Review Schedule**

This policy shall be reviewed in accordance with the policy review schedule published by the Superintendent.

**AUTHORITY:** West Virginia Code §18-5-22a; West Virginia Board of Education Policy 2422.8

**Replaces:** JGFG-R August, 2010