

**INTERNATIONAL FALLS PUBLIC SCHOOLS
INDEPENDENT SCHOOL DISTRICT #361**

**BOARD POLICY 516.5
Guidelines for Administration of Student Medication**

Adopted ___ February 19, 2002 ___

Revised _____

I. PURPOSE

The following guidelines for administering student medication have been developed to promote a safe, healthy school environment, providing for the medical needs of all students.

- A. The administration of medication to students at school by school personnel shall be done only in circumstances wherein the student's health or learning may be jeopardized without it.
- B. All students requiring medications in school shall be identified by parents and/or health care professionals to school personnel, and always to the school nurse.
- C. High school students will be allowed to self-administer over the counter and uncontrolled medications prescribed to them in school, with their parent/guardian permission. They are to bring only small amounts of these medications to school at a time. Elementary students will be allowed to self-administer only their inhalers described in E below.
- D. High school students self-administering prescribed Schedule I-V medications in school will bring only one-day's dose with them. Any amount more than that is to be stored with school personnel in consultation with the school nurse.
- E. Prescriptive asthma or reactive airway disease medications self-administered by the student with an inhaler are allowed with annual written authorization from the student's parent/guardian only (no health care provider) for both elementary and secondary school students, provided the inhaler is properly labeled for that student.
- F. All medications for elementary students (except those described in E above), all controlled substances prescribed for high school-age students, and all medications to be administered by school personnel require a written order from the student's health care provider and a written authorization from the student's parent or guardian, to allow them to be administered in school.

- G. The school nurse must assess and document the student's knowledge and skills to safely possess and use an inhaler in the school setting, according to state statute.
- H. The administration of subcutaneous, intramuscular, intravenous, or rectal medications at school will be performed by a licensed school nurse, registered nurse, or licensed practical nurse under the direction of the licensed school nurse. A trained designee may administer emergency auto-injectables.
- I. Students with diabetes may self-administer their insulin at school with written permission from their health care provider and parent.
- J. An oral request for medication administration in school by school personnel may be honored only with permission from the school nurse.

If honored, that oral request must be reduced to writing within 2 school days.
- K. The completed health care provider's order and parental authorization form shall be filed in the student's record and/or cumulative folder.
- L. The individual giving the medication must:
 - a. Properly identify the student.
 - b. Record the date, time, dose after giving the medication, as instructed by the school nurse.
- M. Parents/guardians will supply medication in an appropriately labeled container including the student's name, name of medication, dosage, name of prescribing health care provider.
- N. All medication is to be stored in a safe place with access restricted to the designated school personnel or student self-administering it.
- O. For each student whose health condition requires a prescribed emergency medication, parents, students, school nurse, and health care provider will formulate a written health plan. The plan will identify which trained school personnel can give emergency medication to this student and under what circumstances.
- P. School personnel may not administer over-the-counter medications (aspirin, ibuprofen) to a student without a health care provider's written order and parental permission.
- Q. If the dose or type of medication is changed, new orders from the health care provider and written parental authorization are required if applicable.