

ADMINISTERING MEDICATION TO STUDENTS (REGULATION)

1. Medication will be given only as authorized according to state law and district policy, regulations, guidelines and procedures.
2. Medication will be given by the school nurse, principal, designated employee or a contracted nurse
3. Students are NOT authorized to administer medication to other students.
4. Personal medication of employees will not be given to students.
5. An injected medication requires a medical monitoring plan, a physician's written authorization and a parent's/guardian's written permission.
6. Medication is only authorized to be administered when the Medication Authorization form is completed and signed. A new medication authorization form must be filled out for each medication at the beginning of the school year, when there is a medication change, and when there is a dosage change.
7. Physician changes or instructions may be faxed to the school site
8. Any unauthorized medication found at school will be confiscated. The parent/guardian will be notified and the incident and any action taken will be recorded and signed.
9. New/renewed prescriptions will be sent in the new/renewed prescription container.
10. School Nurse will decide whether or not a one-time dose of a medication will be administered.
11. Medication sent or brought to school in improper containers, improperly labeled, or not labeled will NOT be given even if the parent/guardian gives verbal or written authorization. The parent/guardian will be contacted and informed of SPS policy and procedures either verbally or in writing. The improperly packaged/labeled medication will be held until the end of the day and a parent/guardian will be required to come to the school to claim the medication. The process will be recorded and signed.
- ~~12. Medication may **only** be given to students who state they forgot to take their medication before coming to school if the parent/guardian is contacted and verbal authorization is given. This process must be recorded and signed. Medication will **not** be given if parent/guardian verbal authorization is unavailable.~~
13. Under no circumstances will one student's medication be given to another student.
14. All medication must be brought to the school by the parent/guardian. Students are NOT to bring medication to school.
15. Directions for administering medication must include specific times.
16. Inhalers may be kept with a student at all times and self-administered as the student deems necessary with written authorization by the parent/guardian AND physician. When an asthmatic has an inhaler, medication or a nebulizer at school, the parent/guardian will be required to fill out the SPS Asthma Information/Action form AND a Medication Authorization form.
17. Students under the age of 18 cannot terminate medications.
18. Expiration dates of medication will be tracked.
19. Medication from a foreign country will not be given.
20. Herbal/Homeopathic medications and health care products will follow the same guidelines as those in place for prescription/non-prescription medication.
21. For students who will self-carry/self-administer asthma medication, the SPS Self Administration of Inhaled Asthma Medication Policy will be followed.
22. Parent/Guardian requesting that a student be allowed to self-administer, self-carry other medication will be required to sign and have on file the Medication Authorization Form. The only other medication that a student can self-carry and self-administer besides asthma medication is medication used to treat anaphylaxis and medication used to treat diabetes, as students physician deems necessary and with appropriate written authorization.
23. Medications that require refrigeration will be kept in locked refrigerators.

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24. Medication taken on field trips must be in the original container **checked out from the health room or school nurse**, along with a copy of the signed Medication Authorization form. The designated teacher will be required to “check-out” the medication, keep the medication with him/her at all times, and record the Medication Authorization form after administering. All medication taken on field trips will be carried in a locked container.
25. **MEDICATION AUTHORIZATION FORM:** All medication administered must be recorded and signed by a designated employee on the back of the Medication Authorization form any time medication is administered. The employee’s full name must be used the first time medication is administered, but initials may be used on all other entries on that same form. When a parent/guardian brings the medication and form to school, the dosage, time(s) medication is to be taken, expiration date, date received and amount received must all be recorded on the back of the Medication Authorization form by the designated employee. The designated employee must also sign and record the date medication is returned to the parent/guardian, and amount returned to the parent/guardian.
26. **All students who require medication during school hours must have a completed Medication Authorization Form on file with the school. However, if a student has a Diabetic Medical Management Plan (DMMP) or a Seizure Action Plan (SAP), they may submit that plan in lieu of the Medication Authorization Form. These plans must be provided to the school, signed by the student’s healthcare provider, and include specific instructions regarding the administration of medication and other necessary care during school hours.**
27. 911 will be called as needed for potential reactions to medication.
28. If a medication error occurs, an accident report form will be filled out.
29. If a student refuses to take medication, the event will be recorded and the parent/guardian will be notified.
30. Parents will be required to pick up medication at the end of the school year. When medication is left at school, the parent/guardian will be notified that the medication needs to be picked up by a designated date.
31. For any medication left at school after the designated date, the medication will be retrieved by the school resource officer assigned to that school site and delivered to the medication drop-off location at the Stillwater Police Station.
32. To promote safety and consistency, one employee will be designated to administer medication. Other employees will be assigned the responsibility of administering medication when the designated employee is unavailable. Some school sites may have a contracted nurse authorized to give noon medication.
33. School nurses will train designated employees regarding medication policy and guidelines initially upon employment. School nurses will annually review and update designated employees regarding medication policy and guidelines. School Nurses will train and update annually designated employees regarding the procedures of emergency medication such as Glucagon, Epi-Pen, and Diastat.
34. School Nurses will monitor the administration of medication, authorization forms, logs, etc.
35. All medication issues are considered confidential.