

STILLWATER BOARD OF EDUCATION		FFACA
<i>Adoption Date: February 8, 2000</i>	<i>Revision Date(s): 2/10/04, 7/17/12, 4/9/19, 1/14/20, 3/7/23, 1/9/24</i>	<i>Page 1 of 4</i>

ADMINISTERING MEDICATION TO STUDENTS

The Stillwater Board of Education recognizes that students will on occasion need to take medicines at school. The term “medicine” as used in this policy means “non-prescription medicine” and “filled prescription medicine.”

Definitions

“Non-prescription medicine” is that medicine that may be purchased over-the-counter without direction from a physician. Non-prescription medicine must be in the original container and have affixed the name of the medicine, dosage, guidelines and directions for administration. A student’s name must be written on the container. Non-prescription medications may be dispensed and administered only in compliance with the written directions on the label of the medication or as otherwise authorized in writing by the student’s physician.

“Filled prescription medicine” is a medication contained in a prescription container with a label which states the name and address of the pharmacy, date of filling, name of patient, name of person who prescribes the medication, prescription number, name of medication, dose per unit and directions for the administration of the medicine. If these details are not listed on a pharmacy container, or a sample is provided by a doctor, or a prescription changes, a doctor’s written instructions are required. Except for district-wide ~~Epinephrine injectors~~ **epinephrine delivery devices**, school staff will only administer prescription medication with written authorization and instructions.

“Inhaler” means a device that delivers a bronchodilator to alleviate symptoms of respiratory distress that is manufactured in the form of a metered-dose inhaler or dry-powder inhaler and that may include a spacer or holding chamber that attaches to the inhaler to improve the delivery of the bronchodilator.

“Parent” means a parent, a court-appointed guardian or a person having legal custody of a minor student.

“Sunscreen” means a compound topically applied to prevent sunburn.

“Inhaled Asthma Medication” means a metered dose inhaler or a dry powder inhaler to alleviate asthmatic symptoms, prescribed by a physician and having an individual label.

“Self-Administered” means a student’s use of medication pursuant to prescription or written direction from a physician.

“Student-Carried” means a student will be permitted to possess and use a prescribed medication at all times according to policy guidelines.

Personnel Authorized to Administer Medications

The principal, school nurse, contracted nurse, or designated school employee will administer/oversee and record any filled prescription or non-prescription medication given to a student. All medicines will be properly stored in a designated location. Emergency rescue medications and supplies must be secured but readily accessible to designated staff. These medicines will not be readily accessible to anyone other than school employees authorized to administer medication.

Record of Medications Administered to Students

School personnel will keep on file signed authorization forms as well as a record of the following:

- (a) name of student to whom the medication is administered,
- (b) name of medicine,

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- (c) dosage of medicine,
- (d) time(s) medicine is to be taken,
- (e) date of expiration (if applicable),
- (f) date the medicine is administered,
- (g) time(s) medicine is administered, and
- (h) signature/initials of authorized personnel administering the medicine.

Medication Authorization Form

If it becomes necessary to administer a filled prescription medicine or non-prescription medicine to a student at school, a parent/guardian must sign a Medication Authorization Form provided by school personnel. Such form shall be completed each school year and for each change of medication or sunscreen.

Self-Administered, Student-Carried

Self-administration of inhaled asthma medication by a student for treatment of asthma, an anaphylaxis medication used to treat anaphylaxis, and the self-administration of replacement pancreatic enzymes by a student for treatment of cystic fibrosis is permitted with written parental authorization.

Guidelines

1. The parent/guardian will be required to sign the parent/guardian section of the Medication Authorization form.
2. The student's physician will be required to sign the physician section of the Medication Authorization form.
3. The parent/guardian will be required to provide an emergency supply of the student's authorized medication.

Stillwater Public Schools will incur no liability for any of the following:

1. Injury arising from the self-administration of student-carried medication.
2. Misuse of a self-administered, student-carried medication
3. Injury/misuse arising from an independent act of a third part involving self-administered or student-carried medication.

Annual physician and parent written authorization is required for all medication that is to be self-administered and student carried.

Procedures for Self-Administration of Emergency Medication

Students with severe asthma, anaphylaxis or a life-threatening condition who need to carry and self-administer an emergency medication must adhere to the following guidelines. Anaphylaxis medication includes but is not limited to ~~Epinephrine injectors~~ **FDA approved epinephrine delivery devices**, prescribed by a physician and having an individual

label. A student who is permitted to self-administer anaphylaxis medication, inhaled asthma medication or emergency medication shall be permitted to possess and use the anaphylaxis medication or inhaled asthma medication or emergency medication at all times for the school year in which permission for self-administration is granted (i.e., inhaler, an anaphylaxis medication used to treat anaphylaxis, insulin pump, glucagon injection, an EpiPen, and replacement of pancreatic enzymes for treatment of cystic fibrosis).

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1. Submit a written statement from the physician treating the student indicating the child's condition and that he/she is capable of and has been instructed in the proper method of self-administration of the medication.
2. The parent/guardian must fill out and sign the Authorization to Administer Medication form. This form gives parental consent for administration of the medication and acknowledges that the school district, employees and agents shall incur no liability as a result of any injury arising from the self-administration of the medication by the student.
3. It is the parent's/guardian's responsibility to provide the school with an emergency supply of the student's medication to be administered as authorized by state law.
4. Permission for the self-administration of medication is effective for the school year for which it is granted and must be renewed each subsequent school year upon the fulfillment of the above requirements.
5. By signing and initialing on the Medication Authorization Form, the parent/guardian is stating that he/she understands the guidelines as stated above. Under state law, the board of education, the school district, or the employees of the district shall not be liable to the student or the student's parent/guardian for civil damage for any personal injuries to the student which result from acts or omissions of school employees in administering any medication or for any personal injuries to the student which result from acts or omissions of school employees in administering any medication.
6. Students who self-medicate are prohibited from sharing or playing with their medication or special equipment. If a student engages in these activities, the parent will be contacted, and a conference will be scheduled with the parent, nurse, and other appropriate persons.

District-Wide Use of Epinephrine Injectors

The board of education has authorized the superintendent to obtain a prescription for ~~epinephrine injectors~~ any FDA approved epinephrine delivery devices in the name of the school district. This prescription will be of a quantity sufficient to provide for two (2) ~~injectors~~ **devices** at each district site.

The superintendent will designate personnel at each school site to:

1. Be responsible for obtaining and maintaining an adequate supply of injectors from the district's central office;
2. Ensure appropriate training on the administration of the injectors for designated staff members;
3. Distribute and maintain annual parent/guardian consent forms.

The school district will inform the parent or guardian of each student, in writing, that a school nurse or school employee trained by a healthcare professional may administer, with parent or guardian permission but without a health care provider order, ~~an epinephrine injection~~ to a student whom the school nurse or trained school employee in good faith believes is having an anaphylactic reaction. No employee, except a school nurse or health aide, will be

