

If your child needs to take medicine at school

Our procedures for helping students with medications are designed to establish the basic structure for assisting students with medications

School staff who can assist with medications

- ✓ After a written request from the health care provider and parent/legal guardian, students may receive assistance with oral medications during school hours from the nurse, the principal or his/her designee.

How assistance must be requested

- ✓ Before the nurse, the principal or his/her designee will assist a student with medication, the student must submit a dated request to the school office signed by his/her parent/legal guardian to include
 - child's name,
 - physician's name,
 - name of the medication,
 - time to be administered,
 - dosage,
 - possible side effects and
 - termination date for assisting students with medication.
- ✓ The student must bring a request slip for each new or different medication.
- ✓ One permission slip per year will suffice for medications that
 - will be given on a long-term basis or
 - must be administered in case of exposure to allergens (for example, adrenalin for bee stings).
- ✓ The school district retains the discretion to reject a request for assisting a student with medication.

Packaging, storing & recording medication

- ✓ All medication must be properly labeled and in its original container.
- ✓ All medication brought to school must be kept in a central location unless otherwise authorized in the student's IHP.
- ✓ The nurse, principal or his/her designee will
 - keep the medication in a locked container and
 - keep a record (medication log) of all instances when the student is assisted with medication.
- ✓ The parent/legal guardian will reclaim any unused medications within one week of the termination of treatment or within one week of the last day of school.
- ✓ The nurse, principal or his/her designee school will destroy any unused medications not reclaimed within one week of the termination of treatment or within one week of the last day of school.

Responsibility for adverse drug reaction

Neither the school district nor its personnel will be responsible for the occurrence of any adverse drug reaction when the medication has been given in the manner prescribed.

Penalty for sharing prescription medicine

- ✓ Students will not share any prescriptions or over the counter medication with another student.
- ✓ Students who share any prescriptions or over the counter medication with another student will face disciplinary action including, but not limited to, suspension or expulsion.
- ✓ Each year, the district will notify students in writing of this prohibition and that violations may result in disciplinary action.

Individual Health Care Plan (IHP)

- ✓ The district will provide an individual health care plan (IHP) for certain students with special health care needs.
- ✓ The IHP will
 - meet the needs of the student for health monitoring and care during the school day or at school-sponsored events,
 - contain components as required by the State Department of Education and
 - be developed with input from and approval of the following individuals:
 - » student's health care practitioner who prescribed the medication,
 - » parent/legal guardian,
 - » principal or his/her designee,
 - » school nurse,
 - » supervising nurse
 - » student, if appropriate and
 - » other designated school staff members, if appropriate.

Students monitoring and administering medication

- ✓ The district will authorize certain students with approved IHPs to self-monitor and self-administer medication as prescribed by the student's health care provider except
 - » in the case of controlled substances and/or
 - » when there is sufficient evidence that unsupervised self-monitoring or self-medication would seriously jeopardize the safety of the student or others.
- ✓ The district will grant permission to self-monitor and self-administer medication on a year-by-year basis.

- ✓ **Documents required:** The following documents are required for a student to self-monitor or self-administer medications:
 - » written authorization from the parent/legal guardian for the student to self-monitor or self-administer medication,
 - » a written statement from the student's health care provider who prescribed the medication verifying that the student has a medical condition and has been instructed and demonstrates competency in self-monitoring or self-administration of medication or both,
 - » an approved IHP signed and authorized by
 - » the student's health care practitioner who prescribed the medication,
 - » the parent/legal guardian,
 - the principal or his/her designee,
 - the school nurse,
 - supervising nurse
 - » the student as appropriate and
 - » other school staff members as appropriate for a student to self-monitor or self-administer medication.
 - » a signed statement by the parent or legal guardian acknowledging
- ✓ that the district will incur no liability as a result of any injury arising from taking or using medications or self-monitoring devices by the student and
- ✓ that the parent/legal guardian will indemnify and hold harmless the district and its employees and agents against any claims arising out of the self-monitoring or self-administration of medication by the student.
- ✓ Receipt of the above documents will authorize a student

to possess and administer medications, with the exceptions of controlled substances, while

- » in the classroom or on school grounds,
 - » at a school-sponsored activity,
 - » in transit to and from school or school-sponsored activities or
- ✓ during before or after –school activities on school-operated property.
 - ✓ The district may revoke a student’s permission to self-monitor or self-administer medication if the student endangers him/herself or others through misuse of the monitoring device or medication.