

FAIRVIEW SCHOOL DISTRICT

SECTION: PROGRAMS

TITLE: USE OF MEDICATIONS

ADOPTED: June 24, 1994

REVISED: December 18, 2006

<p>1. Purpose</p> <p>2. Definitions</p> <p>SC 1401</p> <p>3. Authority SC 510 Title 22 Sec. 12.41</p>	<p style="text-align: center;">210. USE OF MEDICATIONS</p> <p>The Board shall not be responsible for the diagnosis and treatment of student illness. The administration of prescribed medication, in accordance with the direction of a parent or family physician to a student during school hours, will be permitted only when failure to take such medication would jeopardize the health of the student, or the student would not be able to attend school if the medicine were not made available during school hours.</p> <p>Medication shall include any lawful prescription medication provided to students under a proper order of a treating physician, and to be taken by the student for the purpose for which it is prescribed. It shall also include non-prescription and over-the-counter medications or substances.</p> <p>Epi-Pen shall mean a single dosage of epinephrine for use by injection in response to a risk of anaphylactic shock or other identified health risk.</p> <p>Inhaler shall include any device for the delivery of atomized medication for inhalation by the user to treat asthma or other breathing or medical conditions.</p> <p>Asthma inhaler shall mean a prescribed device used for self-administration of short-acting, metered doses of prescribed medication to treat an acute asthma attack.</p> <p>Self-administration shall mean a student's use of medication in accordance with a prescription or written instructions from a physician, certified registered nurse practitioner or physician assistant.</p> <p>Before any medication may be administered to or by any student during school hours, the Board shall require the written request of the parent/guardian, giving permission for such administration and relieving the Board and its employees of liability for administration of medication and the written</p>
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<p>4. Guidelines</p>	<p>order of the prescribing physician, which shall include the purpose of the medication, dosage, time at which or special circumstances under which the medication shall be administered, length of period for which medication is prescribed, and possible side effects of medication.</p> <p>Only the principal, school nurse, or designee shall administer medication for ingestion by mouth. In addition, medication not for ingestion by mouth may be self-administered by students in accordance with this policy.</p> <p>Students shall not distribute or share medication of any kind with others. This prohibition includes non-prescription and over-the-counter medications, throat lozenges, cough drops, aspirin or other pain relievers.</p> <p><u>Medications Ingested By Mouth</u></p> <ol style="list-style-type: none">1. No medication for ingestion by mouth shall be administered or taken by a student unless there is on file documentation containing the following information:<ol style="list-style-type: none">a. Name of the student.b. Name of the medication.c. Dosage instructions, including the number and quantity of the medication, frequency of usage, maximum period of dosage, and recommended date of discontinuance, along with any special directions or precautions concerning the administration of the medication, including anticipated adverse reactions thereto, etc.d. District Authorization for Administration of Medication form signed by the parent/guardian which will become part of the student's permanent health record.2. Any prescription medication given to a student will be recorded in the health record of the student. The date, time, medication administered, quantity administered, and signature of the school employee administering/supervising will be recorded. It is not necessary to record over-the-counter medications given to students in the health record of the student.
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3. All medicines to be administered by school personnel will be kept in locked storage. The school has no responsibility for medicine that is stored. The medicine remains the property of the parent/guardians of the student.
4. It is the right of the parents/guardians to come to school to give medication to the student. Daily doses of medications for ingestion should not be given to the student to carry on his/her person. The district requires, except as specifically provided hereinafter, that all student medication must be kept in the possession of the school nurse or principal. Except as provided hereinafter, no students are permitted to carry medication on their persons during the school day.

Possession Of Medication Not Ingestible By Mouth

1. This policy shall not prohibit self-administration of medications which are not taken by mouth, such as inhalers, insulin injections, bee sting kits, and Epi-pens. These types of medications may include multi-dose units, where required, or medications not ingestible by mouth otherwise required to be carried by an individual student for emergency situations for self-administration.
2. Students authorized to possess medications not ingestible by mouth shall be permitted to carry the medication throughout the school day, including on the school bus, while traveling from home-to-school and school-to-home, on school field trips or other school related activities.
3. Students requiring possession of inhalers, Epi-pens, bee sting kits, or other medication not to be taken by mouth, for use in emergency situations or in order to benefit from the educational services of the district, shall be considered for the need of a written Chapter 15 service agreement. Any Chapter 15 service agreement shall include a plan to minimize the risk of theft or abuse of the medication.
4. Students required to carry medication not ingestible by mouth for emergency situations or otherwise shall be permitted to carry the same on their person provided the student (a) demonstrates the capability for self-administration and responsible behavior in the use thereof; and (b) notified the school nurse as soon as practicable following each use of a medication not ingestible by mouth, including an asthma inhaler and the prescribed medication contained therein. The district shall develop a

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system whereby the student may verify to the school nurse that s/he is capable of self-administration and has permission to carry and take the medication. In this regard, the district requires that the following information is provided and provisions of this policy are complied with:

- a. Name of the student.
- b. Statement from the physician, certified registered nurse practitioner, or physician assistant that provides:
 - 1) The name of the drug.
 - 2) The dosage instructions which shall include number and/or quantity of the medications; the frequency of its usage; the maximum period of dosage; the recommended date of discontinuance of dosage; any special instructions or precautions concerned with the administration of said medication, including anticipated adverse reactions thereto, etc.
 - 3) The times when the medication is to be taken.
 - 4) The diagnosis or reason that the medication is needed, unless the reason should remain confidential.
 - 5) The potential of any serious reaction that may occur to the medication.
 - 6) Whether the student is qualified and able to self-administer the medication.
 - 7) That the student is required to carry the medication on his/her person for medical emergency purposes.
 - 8) The signature of the administering physician, certified registered nurse practitioner, or physician assistant.
- c. District Authorization for Administration of Medication form signed by the parent/guardian which will become part of the student's permanent health record. The statement shall include a written request from the parent/guardian that the district comply with the order of the physician, certified registered nurse practitioner, or

8. Whenever possible, students requiring the use of an insulin injection, bee sting kit, or Epi-pen during the school day while in school shall have the same administered by or under the supervision of the school nurse.

Field Trips, Sports And Other Activities Away From The School Building

1. When administration of the medication is required in accordance with this policy while on field trips, sports activities or competitions, or other school related activities away from the school building, in the absence or unavailability of the school nurse, the following procedure shall be observed:
 - a. A written consent form signed by the parents/guardians of the student authorizing non-medical school personnel to give the medication to the student shall be provided in advance of the activity.
 - b. The school nurse or parent/guardian shall provide the appropriate dosage of medication to the professional employee of the district who will be supervising or chaperoning the field trip or out-of-building activity. The school nurse or parent/guardian shall give the original container which includes the student's name, dosage amount, and specific written instructions as to the time of administration to the responsible adult.
 - c. Professional employees or other staff of the district will witness the student take the medication at the designated time to the student, make a written record of the same, and return the written record to the school nurse. During field trips or other out-of-building activities, the professional employee or other district staff shall maintain all medication for students to be administered during the course of the trip in a secured container, and shall maintain the container in their possession during the field trip, sports activity or other out-of-building activity to prevent theft of the medications.

Maintenance Of Medications And Topical Ointments By The School Nurse

Nothing in this policy is intended to prohibit medically trained personnel of the district to maintain on premises appropriate non-prescription medications or medications for topical or external utilization only; provided, however, that the medically trained staff is instructed that said medication shall be properly

and adequately safeguarded and maintained in locked storage in accordance with this policy. Use of any non-prescription medication shall be given by medically trained personnel and/or staff of the district only after receiving approval from the student's parents/guardians.

Annual Notice Of Policy

The administration shall annually notify students and parents/guardians about the district's Use of Medications policy by publishing the same in the student handbook, by written notice to the parents/ guardians, and any other efficient means.

Responsibility Of School Nurse

When any medication prescribed for a student is initially brought to school, it shall be the responsibility of the certified school nurse to complete the following:

1. Obtain written permission from the physician or parent/guardian for administration or self-administration of medication, which shall be kept confidential and on file in the office of the school nurse.
2. Review pertinent information with the student and/or parent/guardian, specifically including the reason for taking this medication, how often and length of time, what will happen if medication is not taken or is taken incorrectly, and any physician comments about the medication.
3. Determine the student's ability to self-administer medication and the need for care and supervision.
4. Observe and evaluate the student's ability to self-administer during the initial administration.
5. Maintain an individual medication log for all students taking medication during school hours. The log shall be kept in a central place and shall include:
 - a. Name of student.
 - b. Name of medication.
 - c. Medication dosage.

- d. Time of administration.
- e. Route of administration.
- f. Signature of student and the monitor of self-administration.
- g. Initiation and expiration date of drug.

Student Self-Administration

To self-administer medication, the student must be able to:

1. Respond to and visually recognize his/her name.
2. Identify his/her medication.
3. Measure, pour and administer the prescribed dosage and/or demonstrate the proper technique for self-administering medication.
4. Sign his/her medication sheet to acknowledge having taken the medication.
5. Demonstrate a cooperative attitude in all aspects of self-administration.

References:

School Code - 24 P.S. Sec. 510, 1401, 1402

State Board of Education Regulation - 22 PA Code Sec. 12.41

Board Policy - 227, AP 227