

Administering Medication to Students

Medication should be given by the parent at home. If this is not possible, the following guidelines for administering student medication have been developed to promote a safe environment while providing for the medical needs of students.

It is against school policy for students to bring any medications to school including over-the-counter pain and cold remedies (exceptions are throat lozenges or cough drops with parent permission). Under no circumstances are medications to be transported by students riding the school bus or any other means of transportation including the taxi.

I. Authorization:

- A. The administration of any prescription medications requires the written order of a physician and the written request of the parent/guardian.
- B. All medication must be accompanied by a physician's request form. The form must identify:
 - 1) The name and address of the student
 - 2) The school and class in which the student is enrolled
 - 3) The name of the drug and the dosage to be administered
 - 4) The times or intervals at which each dosage of the drug is to be administered
 - 5) The date the administration of the drug is to begin
 - 6) The date (if known) the administration of the drug is to cease
 - 7) Any severe adverse reactions that should be reported to the physician and one or more telephone numbers at which the physician can be reached in an emergency
 - 8) Special instructions for the administration of the drug, including sterile conditions and storage
- C. All prescribed medications must be contained in the original container and may only be transported to school by an adult.
- D. Labels must be intact and should include the student's name, the medication's date of expiration, and directions for use.
- E. A description of any probable reactions or side effects to the medication and an explanation of emergency care (available from the pharmacist) will be kept on file.

II. Delivery and Storage

- A. All medications must be delivered directly to the school office by the student's parent/guardian or any other adult given authorization by the parent/guardian.
- B. All prescribed medications must be contained in the original container with the original label.
- C. Labels must be intact and should include the student's name, the name of the medication, and the medication's date of expiration, and directions for use.
- D. All medications will be stored under lock and key in a location designated by the building administrator. Medication that requires refrigeration will be stored in a locked box inside the school's refrigerator.

III. Administering Medications

- A. In the event that the administrator is not available to pass out the medications during the school day, the administrator's designee will ask the student to check the medication carefully to ensure it is correct.
- B. Once the student has identified the medication as being correct, the administrator and/or designee will observe the student taking the medication.
- C. Staff members will observe the student for 5-10 minutes for allergic reactions.
- D. Administration of medication by injection or ultrasonic nebulizer will be individually planned with the student's parent/guardian, physician, and IEP Team.

IV. Epi-Pen

Authorization for the Possession and Use of Epinephrine Auto injector (Epi-Pen) shall include the following:

- A. Student's name and address
- B. Name of the medication/drug contained in the auto injector and dosage to be administered.
- C. The date administration of the prescribed medication/drug is to begin.
- D. The date administration of the prescribed medication/drug is to cease (if known).
- E. Acknowledgement that the prescriber has determined that the student is capable of possessing and using the auto injector appropriately and has provided the student with training in the proper use of the auto injector.
- F. Circumstances in which the auto injector should be used.
- G. Written instructions that outline procedures school personnel should follow in the event that the student is unable to administer the anaphylaxis medication.
- H. Written instructions that outline procedures school personnel should follow in the event that the anaphylaxis medication does not produce the expected relief from the student's anaphylaxis.
- I. Any severe adverse reactions that may occur to the child using the auto injector that should be reported to the prescriber.

V. Asthma Inhalers

- A. A student may use a metered dose inhaler or a dry powder inhaler to alleviate asthmatic symptoms, or before exercise to prevent the onset of asthmatic symptoms, if the student has written approval of the physician, and, if the student is a minor, the written approval of the parent/guardian. The administrator must receive copies of these written approvals in advance. The physician's written approval shall include at least all of the following information:
 - 1) The student's name and address
 - 2) The names and dose of the medication contained in the inhaler
 - 3) The date the administration of the medication is to begin
 - 4) The date, if known, that the administration of the medication is to cease
 - 5) Written instructions that outline procedures school personnel should follow in the event that the asthma medication does not produce the expected relief from the student's asthma attack

- 6) Any adverse reactions that may occur to the student using the inhaler and that should be reported to the physician
- 7) Any severe adverse reactions that may occur to another student, for whom the inhaler is not prescribed, should such student receive a dose of the medication
- 8) At least one emergency telephone number for contacting the physician in an emergency
- 9) At least one emergency telephone number for contacting the parent/guardian, or other person having care or charge of the student in an emergency
- 10) Any other special instructions from the physician

When these conditions are satisfied, the student may possess and use the inhaler while attending the ED/Alternative Programs or any activity, event, or program sponsored by or in which the student's school is a participant.

VI. Field Trips

- A. Whenever practicable, the administrator and/or designated staff member will carry the student's necessary dosage of medication in a sealed envelope labeled with the student's name, name of medication, and directions for use.

VII. Changes in Medications

- A. Any changes in medication and/or recommended dosages require parent notification to stop dispensing or the completion of a new medical form with parent and doctor signatures.
- B. Unused medications will be returned directly to the parent. Medications not picked up by the parent/guardian will be destroyed after 5 days. The Allen County Educational Service Center is not responsible for misplaced, lost, or stolen medication.
- C. Students in need of refills will be given the empty containers to transport home. Medication supplies may be brought to the office either daily, weekly, or monthly.

VIII. Nonprescription Medications and Student Illness

- A. Staff members are not permitted to dispense nonprescription medicines including aspirin or antacids.
- B. Only the administrator and/or designated staff member may determine if a student's illness requires that he/she be sent home based on information from the classroom teacher/teacher assistant and noticeable symptoms of an elevated temperature or fever, diarrhea, vomiting, or other visible signs of illness.

IX. Consequences of Violation

- A. Failure to comply with this medication policy may result in suspension or removal from the Allen County Educational Service Center's programs, activities, or school, and/or disciplinary action pursuant to the ACESC's regulations on student conduct and/or the home school's Code of Conduct.

*See Governing Board Policy
Possession and Administration of Medications
@ <http://www.allencountyesc.org>