

**10600 STUDENT WELFARE**

10613 Administration of Medications

The administration of prescribed medication to a student during school hours in accordance with the direction of a parent/guardian and/or family physician will be permitted only when failure to take such medicine would jeopardize the health of the student or the student would not be able to attend school if the medicine were not administered during school hours.

For purposes of this policy, medication shall include all medicines prescribed by a physician and any over-the-counter medicines. Before any medication may be administered to or by any student during school hours, the Superintendent, or his or her designee, 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; In the case of a prescription drug, the Superintendent, or his or her designee shall also require the written 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. The medication must be in its original container, clearly labeled with prescription directions. A maximum of fourteen (14) doses of non-prescribed medication may be administered.

Students who need to use inhalers, EpiPens, insulin, etc. in school shall follow the same procedures for using prescription medications in school and supply the nurse with all proper documentation annually. In cases where the physician feels that a student MUST carry an inhaler, EpiPen, or insulin on their person (as opposed to storing it in the health office), the physician must indicate "proficiency in self-administration" on the comment section of the medication authorization. The student shall also be instructed by the school nurse in the safety of carrying an inhaler, EpiPen, or insulin and shall be required to exhibit proficiency in its use prior to being permitted to carry the medication on his or her person.

The Superintendent or designee, in conjunction with the head nurse, shall develop, review, and monitor procedures for the administration and self-administration of students' medications. All medications shall be administered by the school nurse or designee (after appropriate training from the school nurse), or self administered by the student upon written request and proper evidence of proficiency in self-administration.

When any medication prescribed for a student is initially brought to school, it shall be the responsibility of a 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:
  - a. Reason for taking this medication.

- b. How often and length of time.
- c. What will happen if medication is not taken or is taken incorrectly.
- d. Physician comments about the medication.
3. Determine the student's ability to self-administer medication and the need for care and supervision.
4. 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 adult administering the medicine.
  - g. Initiation and expiration date of drug.

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.
4. Sign his/her medication sheet to acknowledge having taken the medication.
5. Demonstrate a cooperative attitude in all aspects of self-administration.

Adoption Date	-	<b>Date to be entered</b>
Revised	-	
Practice	-	
Legal Reference	-	School Code – 24 P.S. §§ 510, 1402 State Board of Education Regulations – 22 PA Code § 12.41
Cross Reference	-	