

**WARREN COUNTY SCHOOL DISTRICT****SECTION 10000****10600 STUDENT WELFARE****10613 Administration of Medications**

The administration of medication to a student during school hours in accordance with the direction of a parent/guardian and physician, certified and registered nurse practitioner, or physician assistant (hereinafter referred to as "qualified prescriber") 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, the term "medication" shall include all medicines prescribed by a qualified prescriber and any non-prescription/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 (i) 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 the medication and (ii) also require the written order of the qualifying prescriber which shall include the purpose of the medication, the dosage, the time at which or special circumstances under which the medication shall be administered, the length of time for which medication is prescribed, and possible side effects of the medication. The medication must be in its original container, clearly labeled with prescription directions.

Students who need to use inhalers, EpiPens, or insulin in school shall follow the same procedures for using medications in school and supply the nurse with all proper documentation annually. In cases where the qualified prescriber feels that a student **MUST** carry an inhaler, EpiPen, insulin, or other medication on their person (as opposed to storing it in the health office) and be permitted to self-administer the medication, the following additional requirements apply:

1. The qualified prescriber must indicate "proficiency in self-administration" on the comment section of the medication authorization; the qualified prescriber must indicate that it is necessary for the medication to be carried on the student's person and self-administered by the student (as opposed to being stored in the health office and administered by the school nurse) in order to prevent serious bodily injury or death to said student.
2. A statement from the parent or guardian must be submitted acknowledging that the District is not responsible for ensuring that the medication is taken and relieving the District and its employees of responsibility for the benefits or consequences of the prescribed medication.
3. The student shall be instructed by the school nurse in the safety of carrying the medication and shall be required to exhibit proficiency in its use prior to being permitted to carry the medication on his or her person. The District reserves the right to deny the privilege of self-administration in the event that the capability of self-administration or for responsible behavior in use of the medication is unable to be demonstrated by the student to the school nurse.

4. The student shall be made aware that the medication is intended for his/her use only and may not be shared with other students. The sharing of any self-administered medication with any other student will result in the immediate confiscation of the medication, loss of self-administration privileges, and disciplinary action in accordance with the District's Discipline Code.

The Superintendent or designee, in conjunction with the Department 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 self-administered by the student upon written request, approval of said request, and proper evidence of proficiency in self-administration. Carrying medication on a student's person or self-administering a medication shall be limited only to an inhaler, EpiPen, insulin, or other medications that a qualified provider determines is necessary to be carried and self-administered by a student in order to prevent serious bodily injury or death to said student or that the District is legally obligated to permit a student to carry on his or her person or self-administer.

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

1. Obtain all necessary documentation, including written permission from the qualified prescriber and parent/guardian for administration or self-administration of the 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. The reason for taking the medication.
  - b. How often and for what length of time the medication will be taken.
  - c. What will happen if the medication is not taken or is taken incorrectly.
  - d. Qualified prescriber comments about the medication.
3. Determine the student's ability to self-administer the 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 the student.
  - b. Name of the 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 the medication.

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

1. Respond to and visually recognize his/her name.
2. Identify his/her medication.
3. Measure 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.

1	Adoption Date	-	To be entered
2	Revised	-	
3	Practice	-	
4	Legal Reference	-	School Code – 24 P.S. Sec. 510, 1402
5			State Board of Education Regulations – 22 PA Code Sec. 12.41
6	Cross Reference	-	
7			
8	CB/lsn		