

10600 STUDENT WELFARE**10613 Administration of Medications and Use of Asthma Inhaler or Epinephrine Auto-Injector Policy****I. General Provisions**

The administration of medication to a student during school hours **or during a school-sponsored event that takes place during non-school hours** in accordance with the direction of a parent/guardian, **an 18 year old student (if the student is not a dependent of a parent/guardian), or an emancipated minor** and a 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~~ **medication** would jeopardize the health of the student or the student would not be able to attend school **or the school-sponsored event** if the ~~medicine~~ **medication** 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.

The Superintendent or his/her designee shall develop, review, and monitor procedures for the administration and self-administration of students' medications that are consistent with this Policy. 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 competency and capability in self-administration. If a medication is to be taken at school during the school day, carrying medication on a student's person or self-administering a medication shall be limited only to an asthma inhaler, epinephrine auto-injector, insulin, or other medication that a qualified prescriber 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. The circumstances under which a student will be permitted to carry a medication on his/her person and/or self-administer the medication during a school-sponsored event that takes place during non-school hours shall be governed by Section III of this Policy.

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, 18 year old student (if the student is not a dependent of a parent/guardian), or emancipated minor 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.

II. Administration at School During School Hours

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, **18 year old student (if the student is not a dependent of a parent/guardian), or emancipated minor**, giving permission for such administration; ~~and relieving the Board and its employees of liability for administration of the medication and~~ (ii) **request that the parent/guardian, 18 year old student (if the student is not a dependent of a parent/guardian), or emancipated minor sign a document relieving the District, its agents and employees of liability for administration of the medication; and (iii) 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 the original pharmacy-labeled container.**

A certified school nurse shall 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. Initials or signature of adult administering the medication.
- g. Initiation and expiration date of the medication.

In cases where the qualified prescriber determines that a student **MUST** carry an inhaler, epinephrine auto-injector, insulin, or other medication on their person (as opposed to storing it in the health office) and be permitted to self-administer the medication in order to prevent serious bodily injury or death to said student, the following additional requirements shall apply:

1. The qualified prescriber must (i) indicate that the student is qualified and able to self-administer the medication on the comment section of the medication authorization, (ii) 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, and (iii) indicate the potential of any serious reaction that may occur from use of the medication, as well as any necessary emergency response.

2. A statement from the parent/guardian, 18 year old student (if the student is not a dependent of a parent/guardian), or emancipated minor must be submitted, (i) acknowledging that the District is not responsible for ensuring that the medication is taken, (ii) relieving the District and its employees of any responsibility for the benefits or consequences of the medication, and (iii) indicating that the student is qualified and able to self-administer the medication.
3. The student shall be instructed by the school nurse in the safety of carrying the medication and shall be required to exhibit competency and capability in its use prior to being permitted to carry the medication on his or her person or self-administer the medication. The District reserves the right to deny the privilege of self-carrying and self-administration in the event that the capability of self-administration or 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 shall not be shared with other students.
5. The student shall notify the school nurse immediately following each use.
6. The sharing of any self-carried and self-administered medication with any other student will result in the immediate confiscation of the medication, loss of self-carrying and self-administration privileges, and disciplinary action in accordance with the District's Discipline Code. Additionally, any violation of this Policy relative to self-carrying and self-administration of a medication may result in a loss of the privilege of self-carrying and self-administering the medication. In the event that such privileges are revoked, the school nurse shall ensure that the administration device and medication are stored at a location in close proximity to the student and notify the student's classroom teachers of the place or places where administration device and medication are to be stored and the means to access them.

III. Administration during a School-Sponsored Event (field trip, sporting event, evening performance, etc.)

A District form for medication authorization must be completed and signed by both parent/legal guardian and prescribing physician. There are NO EXCEPTIONS. The decision as to whether a medication to be taken during a school-sponsored event will be administered by a properly licensed nurse or will be self-administered by the student shall be determined at the discretion of the District. The District reserves the right to cancel a student's attendance at any such event if it is deemed in the best interest of the District to do so. In those instances when the District permits a student to self-administer a medication during the event, the following requirements shall apply:

1. The parent/guardian, 18 year old student (if the student is not a dependent of a parent/guardian), or emancipated minor must provide written documentation (i) requesting that and providing permission for the student to self-administer medication during the school-sponsored event, (ii) stating that the student is capable in all respects of self-administering the medication, and (iii) relieving the District

and its employees of any responsibility for the benefits or consequences of the medication.

2. The parent/guardian, 18 year old student (if the student is not a dependent of a parent/guardian), or emancipated minor must provide a document from the student's physician stating (i) that the failure to take the medication during the school-sponsored event would jeopardize the health of the student or the student would not be able to attend the school-sponsored event if medication is not taken during the school-sponsored event; (ii) the drug to be taken, the exact dosage to be taken, and at what times it is to be taken; and (iii) that the student is competent and capable in all respects of self-administering the medication.
3. For any medication that is not taken by mouth, the District shall also require the student to demonstrate competency and capability in self-administration prior to the occurrence of the school-sponsored event.
4. The parent/guardian, 18 year old student (if the student is not a dependent of a parent/guardian), or emancipated minor must package the medication and write on the package the name of the student and the exact quantity, whenever possible, of the medication contained in the package. The package must contain the medication in its original container, with the original prescription directions/label as provided by the pharmacy. The parent/guardian, 18 year old student (if the student is not a dependent of a parent/guardian), or emancipated minor shall only provide the exact dosage, whenever possible, that needs to be taken during the course of the school-sponsored event. No excess dosages or pills are to be provided if it can be avoided.
5. The packaged medication shall be carried by a District employee or approved chaperone at all times, unless (i) the medication is an inhaler, epinephrine auto-injector, insulin, or other medication that a qualified prescriber determines is necessary to be carried by a student in order to prevent serious bodily injury or death to said student; (ii) all requirements relative to self-carrying and self-administration have been adhered to; and (iii) the student's privileges to self-carry and self-administer the medication have not been revoked.
6. At the times the medication is to be taken, the medication will be given to the student, and the student will self-administer the medication in the presence of the District employee or approved chaperone. This provision shall not apply if (i) the medication is an inhaler, epinephrine auto-injector, insulin, or other medication that a qualified prescriber determines is necessary to be carried by a student in order to prevent serious bodily injury or death to said student; (ii) all requirements relative to self-carrying and self-administration have been adhered to; and (iii) the student's privileges to self-carry and self-administer the medication have not been revoked. In such instance, the student shall notify a District employee or approved chaperone immediately following each use.

~~Students who desire to possess and self-administer an asthma inhaler shall follow the same procedures for using medications in school and supply the nurse with all proper documentation annually. Additionally, the following requirements shall apply:—~~

~~1. The parent or guardian must provide a written request/authorization for the District to comply with the order of a qualified prescriber, with a copy of such order being submitted with the request/authorization. The qualified prescriber must indicate that the student is qualified and able to self-administer the medication.~~

~~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. The student shall be required to demonstrate proficiency and responsible behavior in its use prior to being permitted to carry the medication on his or her person (e.g. the ability to identify the medication, the ability to measure and administer the prescribed dosage, the ability to sign a medication sheet to acknowledge having taken the medication, a demonstrated cooperative attitude in all aspects of self-administration, etc). 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~~

~~5. The student shall notify the school nurse immediately following each use of an asthma inhaler.~~

Students who need to use EpiPens, insulin, or other medication 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 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. The student shall be required to demonstrate proficiency and responsible~~

behavior in its use prior to being permitted to carry the medication on his or her person (e.g. the ability to identify the medication, the ability to measure and administer the prescribed dosage, the ability to sign a medication sheet to acknowledge having taken the medication, a demonstrated cooperative attitude in all aspects of self-administration, etc). 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 to the following medications: (1) an asthma inhaler prescribed by a qualified prescriber; (2) an EpiPen prescribed by a qualified prescriber and containing a statement from the qualified prescriber that possession and self-administration is necessary to prevent serious bodily injury or death to the student; (3) Insulin prescribed by a qualified prescriber and containing a statement from the qualified prescriber that possession and self-administration is necessary to prevent serious bodily injury or death; and (4) other medications that the District is either legally obligated to permit a student to carry on his or her person and self-administer or that is prescribed by a qualified prescriber and contains a statement from the qualified prescriber that possession and self-administration is necessary to prevent serious bodily injury or death to the student.

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. If the medication will be self-administered by the student, 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.

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- ~~—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.~~

Adoption Date - June 8, 2009

Revision Date - **Date to be entered**

Review Date -

Legal Reference - School Code – 24 P.S. Sec. 510, 1402
State Board of Education Regulations – 22 PA Code Sec. 12.41

Cross Reference -

CB/lsn, PH/RN/lsn