

10600 STUDENT WELFARE

10613 Administration of Medications

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, **or an unaccompanied youth** 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 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 medication were not administered.

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.

For purposes of this policy, the term "approved chaperone" shall mean a volunteer that has been approved pursuant to Policy 9646 and authorized by the District to supervise students during a school-sponsored event (field trip, sporting event, evening performance, etc.).

For purposes of this policy, the term "unaccompanied youth" shall mean a youth not in the physical custody of a parent or guardian pursuant to the McKinney-Vento Act. When an unaccompanied youth is involved, the administration, after consulting with the Solicitor as necessary, shall make a determination on a case by case basis with respect to who signs the written permission, who signs the liability waiver, who packages the medication, self-administration, etc. In making these determinations, factors such as the age of the child, who has physical custody of the child, who has legal custody of the child, and whether the child meets the legal criterion to be considered an emancipated minor shall be taken into consideration.

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 by the school nurse, and proper evidence of competency and capability in self-administration, as determined by the school nurse. 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. 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 the parent/guardian to provide or establish the following to the school nurse:

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- 3 1. All necessary documentation, including written permission from the qualified prescriber
- 4 and parent/guardian, 18 year old student (if the student is not a dependent of a
- 5 parent/guardian), or emancipated minor for administration or self-administration of the
- 6 medication, which shall be kept confidential and on file in the office of the school nurse.
- 7
- 8 2. The reason for taking the medication, how often and for what length of time the
- 9 medication will be taken, what will happen if the medication is not taken or is taken
- 10 incorrectly, and qualified prescriber comments about the medication.
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- 12 3. When applicable, the student's demonstrated ability to self-administer the medication.

13 II. Administration at School During School Hours

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15 Before any medication may be administered to or by any student during school hours, the

16 Superintendent, or his or her designee, shall (i) require the written request of the parent/guardian,

17 18 year old student (if the student is not a dependent of a parent/guardian), or emancipated

18 minor, giving permission for such administration; (ii) request that the parent/guardian, 18 year

19 old student (if the student is not a dependent of a parent/guardian), or emancipated minor sign a

20 document relieving the District, its agents, employees, officers, and directors of liability for

21 administration of the medication; and (iii) require the written order of the qualifying prescriber,

22 which shall include the purpose of the medication, the dosage, the time at which or special

23 circumstances under which the medication shall be administered, the length of time for which

24 medication is prescribed, and possible side effects of the medication. The medication must be in

25 the original pharmacy-labeled container.

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27 A certified school nurse shall maintain an individual medication log for all students taking

28 medication during school hours. The log shall be kept in a central place and shall include:

- 29 a. Name of the student.
 - 30 b. Name of the medication.
 - 31 c. Medication dosage.
 - 32 d. Time of administration.
 - 33 e. Route of administration.
 - 34 f. Initials or signature of adult administering the medication.
 - 35 g. Initiation and expiration date of the medication.
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37 In cases where the qualified prescriber determines that a student MUST carry an inhaler,

38 epinephrine auto-injector, insulin, or other medication on their person (as opposed to storing it in

39 the health office) and be permitted to self-administer the medication in order to prevent serious

40 bodily injury or death to said student, the following additional requirements shall apply:

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- 42 1. The qualified prescriber must (i) indicate that the student is qualified and able to self-
- 43 administer the medication on the comment section of the medication authorization, (ii)
- 44 indicate that it is necessary for the medication to be carried on the student's person and
- 45 self-administered by the student (as opposed to being stored in the health office and
- 46 administered by the school nurse) in order to prevent serious bodily injury or death to
- 47 said student, and (iii) indicate the potential of any serious reaction that may occur from
- 48 use of the medication, as well as any necessary emergency response.
- 49
- 50 2. A statement from the parent/guardian, 18 year old student (if the student is not a
- 51 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 may be instructed by the school nurse in the safety of carrying the medication and shall be required to exhibit to the school nurse 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 medication is for the student's 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. 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 to the school nurse 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.

Adoption Date	-	June 8, 2009
Revision Date	-	October 14, 2013, _____, 2016
Review Date	-	
Legal Reference	-	School Code – 24 P.S. §510, 1402
	-	State Board of Education Regulations – 22 PA Code §12.41
	-	42 U.S.C.A. § 11434a
Cross Reference	-	Policy 9646