

ADMINISTRATIVE GUIDELINES

STATE COLLEGE AREA SCHOOL DISTRICT

210-G. Medication Administration

PROVISIONS

A. To implement the storage, student supervision, student self-medication, or the administration of a prescribed or other medication during the school year.

1. The parent/guardian will confer with, or notify the certified school nurse or the principal and supply the school with:

a. A completed consent-release form (HS-27) signed by the parent and the physician (a physician's prescription including all the required information listed below can be substituted for his/her signature on the form). The consent will be valid for the current school year.

b. The medication in a container labeled by a pharmacist to include:

1. Student's name
2. Name of physician
3. Date of prescription
4. Name of medication, dosage, route and frequency of administration.

-OR-

c. A complete consent/release form (HS-27 self) if an inhaler or diabetic supplies are prescribed or if student self medication is requested for grades 9 - 12. All medication carried by a student for self-administration must be in the original labeled container.

2. Controlled medication must be transported by parent/guardian.

3. The certified school nurse will file the form(s) with the student's permanent health record.

4. The certified school nurse or principal will store the medication in a locked container in a secure area. Medications requiring refrigeration will be stored in the refrigerator in the health room.

5. Medications shall be administered, self administered, or supervised according to written parent/guardian permission by:

a. The certified school nurse or licensed healthcare provider.

b. The student him/herself, when the family OR the family and the student's physician so directs if the student is in grades 9 -12 (**excluding controlled medications**), students in grades 6-8 with over the counter medication, or if the student requires an inhaler or diabetic supplies in grade K-12.

6. Medication not picked up by the last day of school will be destroyed.

7. Parents/guardians are responsible for any medication given to their student to take while in school if self-medicating. "Self-medication" means the student will take medication at his/her own discretion without intervention of the school nurse or staff.

B. To allow for increased student responsibility and self care skills as they progress through school:

1. Students in any grade self medicating with an inhaler, or diabetic supplies, students in grade 6- 8 with over the counter medication, and students in grades 9 - 12 with other medications (excluding controlled medications), must demonstrate that they are capable and will be responsible. Students must inform the nurse after each use of the inhaler. If a student is unable to demonstrate competence self-medication will not be permitted

2. At the elementary school level, parents requesting their child take medication at school are required to provide a completed HS-27 form, and store the medication (prescribed or over the counter) in the nurse's office or main office. The medication will be administered by the certified school nurse or licensed healthcare provider.

3. At the middle school level, parents requesting their student take "over the counter" medication at school are required to provide a completed HS-27 self (Parent/Guardian section only) and store the medication to be administered in the nurse's office. Medication will be self-administered.

4. At the high school level, parents must inform the school nurse about any prescribed or over the counter medication that the parent would like the student to take at school. The medication may be stored in the nurse's office and administered by the certified school nurse or licensed healthcare provider (requires signed HS-27 form), or students may keep the medication and administer it to themselves. This self-medication option requires the submission of a signed form, (HS-27 self), and does **not** include controlled substances listed in Schedules II, III, IV, and V (i.e. Ritalin, Vicodin, etc). **Students must not share any medication (over the counter or prescription) being self-managed. Such behavior constitutes a drug violation and will result in disciplinary actions including the loss of the privilege of self-medication.** In other situations where the provisions of this medication policy have not been followed by a student or parent (i.e., carrying medications, over the counter or prescribed, without proper forms completed), disciplinary

action will be determined by the building administrator, on a case by case basis.

C. To insure proper documentation of the administration or supervision of prescribed medication by the school nurse or licensed healthcare provider:

1. The certified school nurse/licensed healthcare provider administering or supervising the medication will make sure the medication is used as prescribed in his/her presence.

2. A medication log or written records will be maintained indicating the name of the student, the name and dosage of the medication administered, the route of administration, the date and time of day, the duration of the order and the name of the certified school nurse/licensed healthcare provider. (HS 76, HS 76A)

3. A record of students who are self medicating will be maintained. The documentation for this option will be placed in the student's permanent health record.

4. The medication log or written documentation will be filed with the student's permanent health records at the end of the school year, or when the duration of a medication order has ended.

D. To stipulate the School District assumes **no responsibility** for storing or supervising medication (prescription or non-prescription), which enters the school and is intended for use by a student, if the provisions of the district medication policy have not been followed by the student or parent.

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