

Book	Policy Manual
Section	200 Pupils
Title	Use of Medications
Code	210
Status	Active
Adopted	January 22, 2008

Purpose

The Pottsgrove School District recognizes that parents/guardians have the primary responsibility of the health of their children. The Board shall not be responsible for the diagnosis and treatment of student illness. The District strongly recommends that medication should be given in the home and discourages medication being given in school unless absolutely necessary. The District realizes that the health of some students requires that they receive medication while in school.

Authority

The Superintendent or designee will periodically review state standards and direct responsible personnel accordingly.

Definitions

For the purpose of this policy, **nonprescription medication** shall include, but not be limited to, over the counter (OTC) medications such as analgesics, decongestants, antihistamines, and antacids.

For the purpose of this policy, **alternative medication** shall include but not be limited to medications considered to be herbal, nutritional, and/or homeopathic.

For the purpose of this policy, **prescription medication** shall be defined as any medication prescribed by a licensed prescriber.

Guidelines

Parents/Guardians should be made aware of the problems associated with medication administration in school and arrange for medication to be administered before and/or after school hours whenever possible.

When medication must be given during school hours because failure to take such medication would jeopardize the health of the student and/or failure to take such medication during school hours would prohibit the child from attending school, certain procedures should be followed.

All medications, prescription, nonprescription, or alternative to be dispensed during school hours must be accompanied by a written authorization signed by the doctor and parent/guardian and brought to the nurse's office. The form **for** "Authorization of School Medication Administration" is provided for obtaining **this** necessary information and permission. This includes the name of the medication, the dosage, the route of administration, the time of administration, any special circumstances under which the medication shall be administered, the last dose of the medication, possible side effects of the medication, the name of the condition for which the medication is being prescribed, and a list of current medication taken by the student at home.

For long term medication, a written re-authorization by the parent/guardian and prescribing physician shall be required to be updated at the beginning of each school year.

Prescription medication must be in the original labeled prescription container. Over the counter medication must also be in the original container and labeled with the student's name.

Controlled medication(s), such as, but not limited to Ritalin, antidepressants, and tranquilizers should be counted by both the nurse and/or the parent/guardian each time the prescription bottle is brought to school. The count will be recorded on the medication record noting the date, the number of pills, and initials of personnel doing the counting.

The parent/guardian shall be notified of the school's inability to administer medication if the procedures are not followed.

Parent(s)/Guardian(s) may come to the school and administer medication to his/her child. The parent/guardian should inform the nurse of the name of the medication, the reason for administering it, and any side effects to expect.

In emergency situations, a verbal telephone order or fax order from a physician may be necessary to administer a dose of prescribed medication. The nurse will document the verbal medication order and request a physician confirmation via FAX. This document becomes part of the medication record and the health record. ~~The nurse may also use a verbal telephone order/fax order, when the dose changes or medication is discontinued.~~ **Medication will only be administered after receiving the signed doctor's order.**

Health services will provide information about the medication procedure for the student handbooks. Information will be made available to the faculty and to parent(s)/guardian(s) at the beginning of the school year.

Students shall not be permitted to keep medication with them or in their control excepting only those circumstances expressly directed otherwise by a licensed medical doctor.

~~A medication record will be kept for each student's medication, and will be filed in the health record when medication is discontinued. A permission form should be attached to the medication record.~~ **Medication logs are maintained electronically in an online system.**

Parent(s)/Guardian(s) or their designee should pick-up medication the last school day or the medication may also be taken home by the student in a sealed envelope. Any unclaimed medication remaining in the health room the last school day shall be destroyed by the nurse.

Inhalers/EpiPens

Guidelines for students carrying inhalers/EpiPens are as follows:

1. Certain students as identified by the nurse, parent/guardian and physician may carry and use his/her prescribed inhaler/EpiPen during the school day.[1]
2. The Authorization for School Medication Administration form must be completed and kept on file in the health room. It is recommended that the student notify the nurse as soon as possible after using the medication so that the nurse can assess the health of the student and document use.
3. The Authorization for Self-Administration Checklist is to be completed and kept on file.
4. The student's name must be on the inhaler/EpiPen.

Self-Administration

In the event it is necessary for a designated person (other than the school nurse) to administer the medication, the following guidelines will be adhered to:

1. Identify the correct student and medication to be given. Make sure the time, dosage and route are correct.

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2. Remind student to take medication.

3. Provide necessary equipment (i.e., cup and water).
4. Open the locked cabinet or other secure holding place.
5. Provide the appropriate medication for the student.
6. Observe the student taking the proper dosage.

~~7. Designee will notify the nurse of the time the medication was self administered for documentation purposes. ~~Oversee student's documentation that s/he self administered the medication.~~~~

Students Taking Medication on Field Trips

Medication taken by a student during a field trip will only be permitted when it is deemed essential for the health of the student. The Authorization for School Medication Administration shall be completed by both the parent/guardian and the physician. The medication is administered by the nurse, principal and/or his/her designee.

On select field trips, the student may self-administer medication in compliance with the District's medication and field trip procedures.

Hold Harmless Statement

The Pottsgrove School District in consideration of dispensation of medications by the nurses and duly authorized agents of the Board who are employed by said District, hereby covenants and agrees to hold harmless and indemnify all such nurses, and duly authorized agents of the Board against any and all claims, damages, expenses, attorney's fees, suits, causes of action in law or equity or any place whatsoever that may be brought against any such nurses and duly authorized agents of the Board because of any negligent act or omission in connection with said dispensation of prescription drugs excepting acts of gross negligence or intentional conduct. The term of this policy shall begin on the date executed and continue until specifically revoked.

A copy of this policy will be provided to parents/guardians upon request.

Legal

- 1. Pol. 210.1
- 22 PA Code 12.41
- 24 P.S. 510
- 24 P.S. 1402