

StudentsElementary and SecondaryWelfareAdministration of Medication and Provision of Emergency Care to StudentsPurpose

Ideally, all medication should be given at home. However, it is recognized that in some situations, the attendance of a student is dependent upon receiving medication while at school. If a student is required to take medication during school hours, the student must comply with the required procedures.

The administration of medication to students at school is a closely controlled situation. The first aid treatment of headaches, stomach aches, minor injuries and other common ailments is permitted in accordance with guidelines approved by the school physician. Other than ailments covered in the guidelines, personnel is advised not to attempt the diagnosis and treatment of student illness.

Definition

For purpose of this policy, "medication" shall include all prescription, over-the-counter (OTC) medicines, alternative medicines, or any other substance used for medicinal purposes.

Administration of Medication

1. Before any medication may be administered to any student during school hours, the board policy requires: (1) a written request from the parent/guardian which shall give permission for such administration and relieve the Board and its employees of liability for the administration of medication; and (2) a written statement from the prescribing physician. These requests must include the student's name, the name of the medication, the dosage, the route of administration, the time of administration, the name of the condition for which the medication is being prescribed, any special circumstances under which the medication shall be administered, possible side effects, parent's/guardian's signature, physician's signature, and date. (The form, Authorization for School Medication Administration, is provided for obtaining the necessary information and permission.)

Generally, all medication will be administered by the school nurse during the school day, on field trips, or school sponsored events. In the event that when administrative procedures cannot be followed to administer medication, parents/guardians will be notified in advance. The student may self-administer the medication under the supervision of the school nurse. The following are additional procedures for field trips:

- A parent/guardian or adult-designee of the child can attend the trip or the school sponsored event to administer the medication or medical needs of their child only.
- The school nurse may try to get the parent/guardian to secure medication authorization from their physician so the student can self-medicate on trip or the school sponsored event as appropriate to student's age and maturity. Students may carry medical equipment (inhaler, EpiPen, etc.) as approved by parent/guardian, physician, and Certified School Nurse (CSN) per our district field trip form for grades K-12. Students in grades 6-12 may be approved for self-administration of prescription or

over-the-counter medication with approval of parent/guardian, physician, and CSN via our district field trip form. With this arrangement, students can carry and administer the medication or medical procedure.

- For field trips, the CSN can recommend to the principal that a nurse should attend the trip due to student medical needs when necessary. If a nurse attends the field trip, the nurse will dispense medications and attend to other medical needs.
2. The administration and school board recognize that throat lozenges/cough drops present a potential choking hazard and a disruption to the instructional program. Accordingly, throat lozenges/cough drops will not be administered to students in K - 6 or permitted for self administration. Chloraseptic spray will be available as an alternative - as a standing order, with parental permission documented on the emergency card. Also, throat lozenges/cough drops will be discouraged in grade 7 - 12, but will not be banned. Procedures as outlined in numbers 1 and 2 above will be followed for grades 7 - 12.
  3. Prescription medication must be brought to school in the labeled prescription container, which includes the instructions of the treating physician, the physician's name, physician's address, physician's phone number, the child's name, name of the medication, dosage, and time to be given. Likewise, non-prescription medication shall be brought to school in the original container with an attached label, which includes the child's name, name and purpose of medication, dosage, and time to be given.

The parent/guardian or designated adult shall hand deliver the medication, along with medication forms, to the school nurse's office. If it is impossible to hand deliver the medication to the school nurse's office, special arrangements should be made with the school nurse. These special arrangements may include sending the original prescription container or the original OTC medication container in a sealed envelope to the school nurse. The sealed area of the envelope should be signed by the parent/guardian. The initial or first dose of any medication will not be administered in school.

Please Note: In no case will medication be kept in the school building available for administration without accompanying authorization forms. Medications or drugs not handled according to the above procedures may be confiscated by building administration.

4. Controlled medication(s), such as but not limited to stimulants, antidepressants, and tranquilizers will be counted by both the school nurse and the parent/guardian or adult designee each time the prescription container is brought to school. The parent/guardian or adult designee will count and note on the container the number of pills being sent to school. After receiving the medication, the school nurse will count, record, and initial on the medication record the date and number of pills received.
5. The school nurse must be notified in writing of any changes in medication from both the parent/guardian and the physician.
6. The medication will be kept in a secured, locked place in the school nurse's office and will be administered to the individual student by the school nurse.
7. A medication record, which will include the student's name, date, dosage of medication, time of administration, and the initials and signature of the person administering the medication will be kept for each student's medication. A hard copy or electronic record of medication administration, the parent/guardian's permission form authorizing school

medication administration, the statements from the physician, and any other documents shall be kept on file in the office of the school nurse in the student's current building of attendance. When the medication is discontinued, the permission form(s) will be filed in the student's health record.

8. Parent/Guardian will be notified verbally and/or in writing when the student does not receive medication due to lack of physician and/or parent/guardian permission, medication brought to school not in original container and/or improperly labeled, and/or failure to follow the procedures. The school nurse may also refuse to administer the medication if he/she feels doing so would be unsafe to the student's health.
9. Parent/Guardian may come to school and administer medication to their child in the health room. The parent/guardian should inform the school nurse of the name of the medication, the reason for administering it, and any known side effects to expect.
10. If necessary, a verbal telephone order or fax order from a physician may be necessary to administer a dose of prescribed medication. The CSN must receive and document the verbal medication order and send the order to the physician for his/her signature. This document becomes part of the medication record and the health record. The school nurse may also use a verbal telephone order/fax order, when dose changes or medication is discontinued.
11. The CSN will provide information about the medication procedure for the student handbooks. Information will be made available to the faculty and to the parent/guardian at the beginning of the school year and as necessary.
12. A parent/guardian or adult designee must pick up medication at the end of the school year. Any unclaimed medication remaining in the school nurse's office will be destroyed by the school nurse.
13. For students who have otherwise met the requirements of this policy with respect to self-administration of medication, the medication will be provided only when the student is able to: (1) Respond to and visually recognize his/her name; (2) Identify his/her medication; (3) Measure, pour, and administer the prescribed dosage; (4) Sign his/her medication sheet to acknowledge having taken the medication; and (5) Demonstrate a cooperative attitude in all aspects of self-administration.

#### Guidelines for Students Carrying Inhalers or EpiPens

1. In compliance with PA Health Bill 1113, the self-administration medication procedures in place for secondary students for inhalers and EpiPens, will now apply to primary students as well.
2. Upon clearance by their physician, parent/guardian, and the school nurse, students in grades K-12 may carry and use their prescribed inhaler and/or EpiPen during the school day.
3. All students K-12 may carry and use his/her prescribed inhaler and/or EpiPen during the school day with written authorization from both a parent/guardian and a physician to carry and self-medicate. Upon receipt of these documents, the school nurse will complete the "Self Administration Checklist" with the student. This policy applies to field trips and school sponsored events.
4. The Authorization for School Medication Administration form must be completed and kept on file in the school nurse's office. If a student

uses his/her inhaler or EpiPen, it is necessary that he/she notify the school nurse as soon as possible after using the medication. The school nurse will assess the health of the student, document the use of the medication, and arrange for further medical attention as needed.

5. The student's name must be on the self-administered medications.
6. Self-administered medications are not to be shared with other students.
7. All medications not handled in accordance with procedure numbers 1 - 6 may be confiscated.

Guidelines for students taking medication on field trips and during extra-curricular activities or emergency situations in transport to and from school while under the supervision of the school

Medication taken by a student during a field trip, an extra-curricular activity or in an emergency situation in transportation to and from school while under the supervision of the school, will only be permitted when (1) failure to take such medication would jeopardize the health of the student and/or (2) the student would not be able to participate in the field trip or the extra-curricular activity if the medication were not made available. The medication must be hand delivered to school by the parent/guardian in the original container. In the case of extra-curricular activities students in grades 6 - 12 can secure medication authorization from their physician so the student can carry and self-medicate on the school sponsored event.

All medication must be stored in the school nurse's office prior to departure for the field trip or extra-curricular activity. A copy of the Authorization for School Medication Administration form, completed and signed by both the parent/guardian and physician, shall be included with the medication. The medication can only be administered by a school nurse, the parent/guardian, a parent/guardian adult-designee, or with self-administration with appropriate pre-authorization.

During certain field trips or extra-curricular activities, students in grades 6 - 12, with pre-authorization, may carry and self-administer their medication. The exact dose of the medication shall be kept in the original container. A copy of the Authorization for School Medication Administration form, completed and signed by both the parent/guardian and physician, should be completed for both prescribed and OTC medication. The physician and parent/guardian will indicate on the form that the student is responsible and able to carry and self-administer the medication. The teacher, parent/guardian, and student should consult with and inform the school nurse of any medications to be taken on the trip or extra-curricular activity. All medication must be stored in the school nurse's office prior to departure for the field trip or extra-curricular activity. The accompanying medical representative or school district representative has the right to inspect the medication at any time during the field trip or extra-curricular activity.

Board of School Directors  
Boyertown Area School District  
Boyertown, Pennsylvania

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