



Book	Policy Manual
Section	200 Pupils
Title	Use of Medications
Number	210
Status	Active
Adopted	April 26, 2011

Purpose

The Board recognizes that parents/guardians have the primary responsibility for the health of their children. Although the district recommends that medication be given while at home, it realizes the health of some students requires that they receive medication while in school.

The use of prescription and/or over-the-counter medication in accordance with the direction of a parent/guardian and family physician to a student during school hours shall be permitted only if such medication is absolutely necessary and the failure to take such medication would jeopardize the health of the student.

The Board shall not be responsible for the diagnosis and treatment of student illness.

Definition

For purposes of this policy, **medication** shall include all medicines prescribed by a physician and any over-the-counter medicines.

Authority

Before any medication may be administered to or by any student during school hours, the Board shall require the written request of the parent/guardian, giving permission for such administration and relieving the Board and its employees of liability for administration of medication and the written order of the prescribing physician, which shall include the student's name, physician's name and office phone number, name of medication, purpose of the medication, dosage, time at which or special circumstances under which the medication shall be administered, length of period for which medication is prescribed, possible side effects of medication, other prescription and over-the-counter medications being taken, and any school activity restrictions.[1][2]

Students are prohibited from possessing medication at any time, except for possession of emergency medication in accordance with Board policy.[3]

Delegation of Responsibility

The Superintendent or designee, in conjunction with the building principal and school nurse, shall develop administrative regulations for the administration and self-administration of students' medications.

All medications shall be administered by the school nurse or designee, or self-administered by the student upon written request.

The school nurse shall initially verify all prescribing orders, medications and dosages, before any medications may be administered to or by students.

Parents/Guardians shall inform the school nurse of any change in the student's health or change of medication varying from the original written instructions.

All district employees involved in administering or supervising of self-administration of medication shall receive appropriate training from the school nurse before performing this responsibility.

Building administrators and the school nurse shall review regularly the procedures for administration and self-administration of medications and shall evaluate recordkeeping, safety practices, and effectiveness of this policy.

Guidelines

The district shall inform all parents/guardians, students and staff about the policy and procedures governing the administration and self-administration of medications.

All medication to be administered to or by a student during school hours must be delivered to the school by the parent/guardian.

When any medication prescribed for a student is initially brought to school, it shall be the responsibility of the certified school nurse to complete the following:

1. Obtain written permission from the physician and parent/guardian for administration or self-administration of medication, which shall be kept confidential and on file in the office of the building principal or school nurse.
2. Review pertinent information with the student and/or parent/guardian, specifically:
 - a. Reason for taking this medication.
 - b. How often and length of time.
 - c. What will happen if medication is not taken or is taken incorrectly.
 - d. Physician comments about the medication.
3. Determine the student's ability to self-administer medication and the need for care and supervision.
4. Observe and evaluate the student's ability to self-administer during the initial administration.
5. Maintain an individual medication log for all students taking medication during school hours. The log shall be kept confidential, in a central place and shall include:
 - a. Name of student.
 - b. Name of medication.
 - c. Medication dosage.

- d. Date and time of administration.
- e. Route of administration.
- f. Signature of student and the monitor of self-administration.
- g. Initiation and expiration date of drug.

Student Self-Administration

To self-administer medication, the student must be 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.
5. Demonstrate a cooperative attitude in all aspects of self-administration.

Legal

1. 24 P.S. 510
2. 22 PA Code 12.41
3. Pol. 210.1
- 24 P.S. 1402
- Pol. 000