

# LINE MOUNTAIN SCHOOL DISTRICT

SECTION: PUPILS  
 TITLE: USE OF MEDICATIONS  
 ADOPTED: September 26, 1979  
 REVISED: February 22, 1983  
 September 27, 1994  
 August 8, 2006

210. USE OF MEDICATIONS	
1. Purpose	The Board shall not be responsible for the diagnosis and treatment of student illness. The administration of prescribed medication to a student during school hours in accordance with the direction of a parent/guardian or family physician will be permitted only when failure to take such medicine would jeopardize the health of the student and/or the student would not be able to attend school if the medicine were not available during school hours.
2. Definition	For purposes of this policy, <b>medication</b> shall include all medicines prescribed by a physician and any over-the-counter medicines.
3. Authority SC 510	<p>Before any medication may be administered during school hours, the Board shall require a written request by the parent/guardian and physician for such administration. This permission shall relieve the Board and its employees of liability for the administration of this medication.</p> <p>A licensed nurse may accept an order from a certified registered nurse practitioner, licensed midwife, or certified physician's assistant as long as the order originated with the licensed physician and contains the name, address, and phone number of the approving physician.</p> <p>As always a licensed nurse may decline to accept such an order if s/he questions its appropriateness or its origin as being with the physician. Also, a licensed nurse may only perform those functions which s/he is competent to perform and which are within his/her scope of practice, and also adhere to school policies, school nurse standards of practice, state nurse practice acts, and state laws.</p>
4. Delegation of Responsibility	<p>The Superintendent or designee, in conjunction with the district nurses, shall develop procedures for the administration and self-administration of students' medications.</p> <p>All medications shall be administered by the school nurse or designee, or self-administered by the student upon written request.</p>

<p>5. Guidelines</p>	<p>All district employees involved in administering or supervising of self-administration of medication shall receive appropriate training from the school nurses before performing this responsibility.</p> <p>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.</p> <p>The district shall inform all parents/guardians, students and staff about the policy and procedures governing the administration of medications.</p> <p>All medications must be accompanied with a physician's (CRNP, PA-C, licensed midwife) order and a request granting permission from parent/guardian.</p> <p>All medications shall be brought to the school by the parent/guardian or by the student with written permission and instruction. All medications shall be picked up by the parent/guardian or permitted student at the end of the school year or the end of the period of medication, whichever is earlier. Any/All controlled substances must be brought to the nurse or his/her designee by the parent/guardian. The medication must be counted and both the nurse and parent/guardian must sign for the quantity given to the nurse or nurse designee.</p> <p>This request must contain the following information:</p> <ol style="list-style-type: none"><li>1. Name of student.</li><li>2. Name of medication.</li><li>3. Dosage and time medication is to be given.</li><li>4. Name and phone number of physician.</li><li>5. Signature of parent/guardian and physician.</li></ol> <p>All medications must be in original pharmacy dispensed and properly labeled container. All controlled substances (narcotics) must be brought to the nurse or his/her designee by parent/guardian.</p>
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If written authorization is not immediately available - verbal authorization will be accepted from parent/guardian and physician with the understanding that written permission will follow within forty-eight (48) hours (two (2) school days). If written authorization has not been received within this time period, the district may following consultation with school physician or child's physician, and/or may refuse to administer said medication until written authorization has been received.

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 or parent/guardian for administration or self-administration of medication, which shall be kept confidential and on file in the office of the 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 in a central place and shall include:
  - a. Name of student.
  - b. Name of medication.
  - c. Medication dosage.
  - d. 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.

School Code  
510, 1402

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Nursing  
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