

ADMINISTRATION OF MEDICATION AT SCHOOL POLICY

1. No medication shall be administered to a student without the written and dated consent of the student's parent. The consent of the parent shall be valid for only the period specified on the consent form and in no case longer than the current school or program year.
2. All non-prescription medicine to be administered to a student must be accompanied by a statement describing the medicine, the dosage, and the time for it to be administered to the student.
3. All prescription medicine, including injectable medicine, and blood glucose test by finger prick to be administered to a student must be accompanied by a physician's prescription, a copy of the original prescription, or the pharmacy label. If the medication is to be terminated prior to the date on the prescription, the written and dated consent or withdrawal of consent of the parent is required. The written consent of the parent and the withdrawal order of the physician shall be kept on file.
4. No student shall be allowed to keep medicine at school except as provided by state law. Any medicine to be administered to a student shall be brought to either the principal's office or the school nurse's office where it will be kept in a secure place.
5. Unused medicine by a student may be sent home through the student's parent or an individual who is at least 18 years old and is designated in writing by the student's parent to receive the medication. Unused medicine may be sent home with the student only with the written permission of the student's parent.
6. Medication shall be administered in accordance with the parent's statement (in case of non-prescription medicine) or the physician's order (in the case of prescription medicine) only by a school nurse or other employee(s) designated in writing by the school principal.

7. All administration of medicine shall be documented in writing.
8. Any designated employee who is responsible for administering injectable insulin or blood glucose test by finger prick shall receive proper training from a practitioner or registered nurse and kept on file in the school building office.
9. All students with asthma should have an Asthma Management plan on file.
10. All students with diabetes should have a Diabetic Management Plan on file. **STUDENT POSSESSION AND SELF-ADMINISTRATION OF MEDICATION** Students may possess and self-administer medications while at school, a school event, or traveling to and from school events under certain conditions.
11. Any student receiving routine prescription medication at school must have release of information form on file with the prescribing physician.

Those conditions are:

1. **The parent must file an authorization annually with the nurse for the student to possess and self-administer the medication.**
2. **The parent's authorization must include a physician's statement which includes the following:**
 - a. **The student has an acute or chronic disease or medical condition for which the physician has prescribed the medication.**
 - b. **The student has been instructed how to self-administer the medication**
 - c. **The nature of the disease or medical condition requires emergency administration of the medication.**