

Administering Medication to Students at School



I. Elementary Students – K – 6

A. Prescribed Medications

1. In order for prescribed medication to be administered to students, this form (JHCD-E-2) must be completed by the physician or licensed prescriber as follows:
 - a. The name, address, and birth date of the student;
 - b. The school and class in which the student is enrolled;
 - c. The name of the medication, strength, and the dosage of the drug to be administered;
 - d. The times or intervals at which each dosage of the medication is to be administered;
 - e. The dates the administration of the medication is to begin and cease;
 - f. Any severe adverse reactions that school be reported to the physician or licensed prescriber along with one or more telephone numbers at which the physician or licensed prescriber can be reached in an emergency;
 - g. Special instructions for the administration of the drug, including sterile conditions and storage; and
 - h. Reason for which the medication has been prescribed.

This form (JHCD-E-2) and medicine must be presented to the child's teacher or office personnel upon arrival at school. A written statement from the parent/guardian must also accompany the form.

New forms must be submitted at the beginning of each school year and for each new medication.

New forms must be submitted if any of the information provided by the physician, or licensed prescriber of the medication, as described above, changes, i.e. strength, dosage, frequency.

2. Prescription medications must be administered by authorized school personnel, namely the building principal, assistant principal, dean of students, secretary, educational assistant, aide, nurse or teacher.
3. All prescription medications must be presented to school personnel in the container in which it was dispensed by the licensed prescriber or licensed pharmacist, and labeled with:
 - a. Student's name;
 - b. Physician or licensed prescriber's name;
 - c. Name of medication and strength;
 - d. Dosage to be given;
 - e. Time or intervals of administration.
4. Medication must be stored in a lockable storage cabinet in the school office or clinic. Those medications that must be refrigerated must be stored in a refrigerator which is not frequented by students.
5. Medication must be administered from the school office/clinic area.
6. Medication remaining at the end of the school year must be claimed by the parent / guardian or it will be discarded.

B. Nonprescription medications

1. Authorized school personnel, as referred to in A-2, will administer FDA approved, nonprescription medications upon written requests of parents/guardian.
2. All requests for administering nonprescription medication must be made in writing to the principal or principal's designee. Such requests must include written instructions, including the name of the medication, name of the child, dosage and time medication is to be administered, dates to start and discontinue medication, and parent/guardian signature. Parents/guardian may use form JHCD-E-3.
3. Nonprescription medication must be administered from the school office or school clinic.
4. The medication must be presented to school personnel in its **original container** and labeled with the child's name, the dosage to be given,

and the time to be given. Only a week's supply of medication is normally kept at the school.

5. Nonprescription medication shall be stored in a lockable storage cabinet in the clinic or office area. Any nonprescription medication requiring refrigeration shall be stored in a refrigerator that is not frequented by students.
6. Dosages exceeding manufacturer's recommendations must follow guidelines for prescription medication and be accompanied by a physician's or licensed prescriber's order, as in Part A. (prescribed medications)
7. Medication remaining at the end of the school year must be claimed by the parent or it will be discarded.

II. Secondary Students – Grades 7 – 12

A. Possession and use of nonprescribed medication

The possession and use of nonprescription, over-the-counter medications during the school day is discouraged, but if health conditions require, during school hours under the following conditions:

1. Written permission from the parent/guardian is to be given to the building administration and placed in a medical file.
2. Medicine must be in its original container with only the amount needed for **one day**.
3. A statement releasing and holding the Board of Education and school personnel harmless from any and all liability for damages or injury resulting directly or indirectly from this authorization.
4. Parents may use Form JHCD-E-4

B. Prescribed medications – Grades 7 - 12

Prescribed medications will be permitted in school only when verified by a physician or licensed prescriber that the medication must be taken during

school hours. An authorization by a physician or licensed prescriber must include that following information:

1. Name of student;
2. Name of medication and dosage to be taken;
3. Times or intervals at which each dosage of the medication is to be taken;
4. Date the medication is to begin;
5. Date the medication is to cease;
6. Any severe adverse reactions that should be reported to the physician or licensed prescriber, and one or more phone numbers at which the physician or licensed prescriber can be reached in an emergency;
7. The parent or guardian agrees to submit a revised statement signed by the physician or licensed prescriber, if the previously provided information changes; and
8. All medications must be carried in a clearly labeled pharmaceutical container stating patient's name, name of medication, dosage, and containing only one day's supply.

When, in the judgment of the principal, compliance with the parent's request is not feasible, permission will be refused.

III. Students possession of Asthma Inhalers, Epinephrine Autoinjectors and other Emergency Medication (K-12)

A. Use of Epinephrine Autoinjectors

Students possession of an epi-pen is permitted only if the student has written approval from the prescriber of the medication and, if a minor, from his/her parent/guardian. Written approval must be on file with the principal and the school nurse. In addition, the principal or school nurse must receive a backup dose of the medication from the parent or student.

1. Student's name and address;
2. Name and dose of the medication contained in the autoinjector;
3. The date the administration of the medication is to begin and, if known, the date the administration of the medication is to cease;
4. Acknowledgement that the prescriber has determined that the student is capable of possessing and using the epi-pen appropriately and has provided that student with training in the proper use of the epi-pen;

5. Circumstances in which the epi-pen should be used;
6. Written instructions that outline procedures school personnel should follow if the student is unable to administer the medication or the medication does not produce the expected relief from the student's anaphylaxis (allergic response);
7. Any severe reaction that:
 - a. The student may experience that should be reported to the prescriber; or,
 - b. May occur to another student for whom the medication is not prescribed, if the student receives a dose of the medication;
8. At least one emergency telephone number each for contacting the prescriber and the parent/guardian; and
9. Any other special instructions from the prescriber.

B. Student Possession of Asthma Inhalers and Other Emergency Medication

Students may carry and self-administer emergency medication, including asthma inhalers, insulin, glucagon and epi-pens. In order to carry and administer such medications, a form (JHCD-E1 or JHCD-E-2) is to be completed by the physician or licensed prescriber, including special instructions to allow the student to carry medication.

The form (JHCD-E-1 or JHCD-E-2) must be presented to the school nurse to be maintained in the medical file. Duplicate medication should be provided by the parent/guardian to the school district to be available in the school clinic. It is the responsibility of parents to ensure that students who carry and self-administer medications have been trained in proper use and administration.

Additional Information for Asthma Inhalers:

1. The physician or licensed prescriber must provide written approval and indicate that it is necessary to carry the medication
2. Written instructions that outline procedures school personnel should follow in the event that the asthma medication does not produce the expected relief from the asthma attack.

3. Information as to any severe adverse reaction that may occur to another child for whom the inhaler is not prescribed should such a child receive a dose of the medication.

Additional Information for Other Emergency Medications (Glucagon):

1. The licensed prescriber must provide written approval and indicate:
 - a. that it is necessary for the child to carry the medication.
 - b. that child is to self-administer the medication and has been instructed on proper use; and
 - c. in the licensed prescriber's opinion, the child is capable and responsible enough to carry and self-administer the medication.
2. Written instructions that outline procedures school personnel should follow in the event that the emergency medication does not produce the expected relief or result.
3. Any severe adverse reaction that may occur to another child for whom the medication is not prescribed should such a child receive a dose of the medication.

Attachment

Request for Administration of Prescription Medication by School Personnel Grades K-6 (JHCD-E-2)

Permission Form For Prescribed Medication by School Personnel Grades 7-12 (JHCD-E-1)

Form for Administration of Nonprescription Medications Grades K-12 (JHCD-E-3)

Authorization for Student Possession and Use of an Epinephrine Autoinjector (JHCD-E-4)

Request for Specialized Health Care or Emergency Care of a Student (JHCE-E-1)

Request for Specialized Health Care or Emergency Care of a Student (JHCE-E-2)