

# EASTON AREA SCHOOL DISTRICT

SECTION: PUPILS

TITLE: ADMINISTRATION OF  
MEDICATION

ADOPTED: June 21, 2007

REVISED:

<p>1. Purpose</p> <p>2. Definition</p> <p>3. Authority SC 510 Title 22 Sec. 12.41</p>	<p style="text-align: center;">210. ADMINISTRATION OF MEDICATION</p> <p>The Board shall not be responsible for the diagnosis and treatment of student illness. The administration of medication to a student during school hours in accordance with the direction of a parent/guardian or family physician will be permitted only in circumstances when the student's health may be jeopardized without it or the student would not be able to attend school if the medicine were not available during school hours.</p> <p>For purposes of this policy, <b>medication</b> shall include all medicines prescribed by a physician and any over-the-counter medicines. Over-the-counter medicines shall not apply to cough drops, but shall include aspirin, Tylenol, Ibuprofen, and antacids, etc., in which case a one (1) school year standing order from the student's personal physician will be accepted.</p> <p>Before any medication may be administered to or by any student during school hours, the Board shall require written authorization signed by the physician, dentist, or psychiatrist and the parent/guardian for each separate medication being administered to or by each student. If dosage is changed, new written authorization shall be required.</p> <p>The written authorization of the parent/guardian shall relieve the Board and its employees of liability for administration of medication.</p> <p>The written authorization of the prescribing physician, dentist, or psychiatrist shall include the 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, and possible side effects of medication.</p> <p>The authorization shall be in effect for the term of the prescription, not to exceed one (1) school year. Long-term authorizations must be renewed annually. Short-term authorizations shall expire with the termination of the prescription period.</p>
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<p>4. Delegation of Responsibility</p>	<p>The Superintendent or designee, in conjunction with the head nurse, shall develop procedures for the administration and self-administration of students' medications.</p> <p>All medications shall be administered by the school nurse or licensed designee, or self-administered by the student upon written request.</p> <p>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.</p> <p>Building administrators and the head 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>5. Guidelines</p> <p>Pol. 227</p>	<p>The district shall inform all parents/guardians, students and staff about the policy and procedures governing the administration of medications. Medication sent to school in violation of this policy will not be administered to a student.</p> <p>Medication must be delivered to the school nurse by the parent/guardian or authorized adult designee in the original medication container and in an amount not to exceed a twenty (20) school day supply. Students shall not have medication in their possession at any time per Board policy (except physician authorized self-administered inhalant drugs and Epipens). The parent/guardian must be aware of the amount of medication in school and deliver a new supply as needed.</p> <p>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:</p> <ol style="list-style-type: none"> <li>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.</li> <li>2. Review pertinent information with the student and/or parent/guardian, specifically:             <ol style="list-style-type: none"> <li>a. Reason for taking this medication.</li> <li>b. How often and length of time.</li> <li>c. What will happen if medication is not taken or is taken incorrectly.</li> <li>d. Physician comments about the medication.</li> </ol> </li> </ol>

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.

If medication is discontinued, the parent/guardian must notify the school nurse in writing.

It will be the responsibility of the parent/guardian to make alternative arrangements for administration of medication during activities away from the school.

#### 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.

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School Code  
510, 1402