

4.12 **HEALTH AND SAFETY**

I. Medication for Students

1. For each over-the-counter or prescribed medication, the student's parent or guardian shall provide to the school principal a proper written authorization, which shall grant the principal or his designee the permission to assist in the administration of each prescribed or over-the-counter medication to be provided during the school day, including when the student is away from school property on official school business. The school principal, or his trained designee, shall assist the student in the administration of such medication.

*THERE ARE ADDITIONAL REQUIREMENTS FOR PRESCRIBED MEDICATIONS REGARDING THE ADMINISTRATION OF NARCOTICS FOR PAIN MANAGEMENT. THE FOLLOWING STEPS MUST BE TAKEN:*

- a. All medication must be labeled with the student's name, dosage, frequency of administration, and physician's name.
- b. Both parties (parent/guardian and nurse/health designee) shall sign the narcotics medication log to verify initial count.
- c. All narcotics shall be stored in a locked container. This container shall be secured by placing in a locked cabinet/drawer. The school nurse/health designee/principal shall retain possession of medication keys.
- d. Narcotics shall be counted and signed off each day to account for all doses given. This count shall be performed by two persons to include the nurse and designated school personnel.
- e. There shall be no liability for civil damages as a result of the administration of such medication where the person administering such medication acts as an ordinarily reasonable, prudent person would have acted under the same or similar circumstances.
- f. Appropriate school personnel (i.e., teacher) should be advised that the child has been medicated and may exhibit adverse reactions to the drug. Specific possibilities of adverse reactions should be described according to the drug.
- g. All unused doses shall be disposed of as follows:
  - 1) A dose that becomes contaminated or is otherwise rendered unusable shall be disposed of through a reversed distributor arrangement. If this option is unavailable, dispose of via the municipal sewer system. This will be witnessed by the school nurse and designated school personnel and documented in the narcotics medication log. Parent/guardian will be notified of wasted dose.
  - 2) All unclaimed doses shall be disposed of via the reversed distributor arrangement after a reasonable amount of time. If this option is unavailable, dispose of via the municipal sewer system. This will be witnessed by the school nurse and designated school personnel and

documented in the narcotics medication log. Parent/guardian will be notified of wasted dose.

h. Students who require administration of narcotics (used for pain management) during a field trip shall not be allowed to participate unless escorted by a parent or legal guardian.

i. No medicine will be administered to students enrolled at the Career and Technical Education Child Care Center unless it is for a life threatening condition (i.e., asthma nebulizer, medication for seizures). The medication must be accompanied by a medication form filled out by the prescribing physician. A copy of the order is to be maintained in the classroom and the school clinic.

2. Medication must be delivered to school by the parent/guardian in the original containers. All medications to be administered by school personnel shall be received, counted, and stored in the original containers. The medication authorization form must be signed by the parent/guardian. Students who are self-administering non-prescription medications in school will be required to furnish an authorization form signed by their parents. Students who are self-administering prescribed medication in school will be required to furnish an authorization form signed by the parent/guardian and physician stating name, purpose, and dosage of medication. These medications will be maintained in a locked cabinet in the health room, or in a location designated by the principal. Exceptions can be made for allowance of emergency medication to be carried with the student, however, medication must be registered with the school. (See local Appendix to the Code of Conduct Student/Parent Handbook District Information and Procedures and Policies Regarding School Health Services.)

(Adopted: 08/18/94)(Amended: 10/18/01, 04/15/10)