

## Medication at School

When there is a valid health reason, which makes advisable the administration of any oral medication to a student during school hours or during the hours in which the student is under the supervision of school officials, the following procedures shall apply:

- A. The administration of any oral medication to a student by a district employee must be requested and authorized in writing by **both** a parent/legal guardian and a Licensed Health Care Provider with prescriptive authority acting within the scope of his/her license. Specific instructions for administration must be included. An RN may delegate medication administration to school district staff at or under the order of a Licensed Health Care Provider (RCW 18.79.260 and 18.88A.210). These are: physician or surgeon, dentist, osteopathic physician and surgeon, naturopathic physician, podiatric physician and surgeon, physician assistant (PA), osteopathic physician assistant, or advanced registered nurse practitioner (ARNP) acting within the scope of his or her license.
- B. The authorization for administration of medication order will be effective **only** during the current school year.
- C. Medication may be administered by school nurses or any employee trained and supervised by a school nurse as to proper medication-administration procedures. Each school will maintain a log of students on medication.
- D. All persons authorized to administer medications must be trained. Training of staff members shall be done annually by a licensed professional nurse. The Orientation Check Sheet for Administration of Medication by a Non-Medical School Staff shall be completed. The documentation of training will be signed by the professional nurse and each person trained. This documentation will be kept with the medication records.
- E. The building nurse will establish procedures for field trip medication for the school.
- F. All medication to be administered by school staff must be brought to school by the parent in an original pharmacy container labeled with the following information:
  1. Name of student.
  2. Name of medication.
  3. Dosage and mode of administration.
  4. Name of Licensed Health Care Provider (for prescription medication).
  5. Not more than a twenty (20) day supply.
- G. All medication to be carried and self-administered by the student must be in the original container labeled with the following information:
  1. Name of student.
  2. Name of medication.
  3. Dosage and mode of administration.
  4. Name of Licensed Health Care Provider (for prescription medication).
  5. Not more than one (1) daily dose in the original container.
- H. Over-the-counter medication must be in the original container with the student's name.
- I. Medication administered by routes other than oral, for example: ointments, eye drops, nasal inhalers, suppositories, or non-emergency injections, may not be administered by school staff other than registered nurses. Epi-Pen and Epi-Pen Jr. are the only injectibles that school staff will be trained to administer to a student who is susceptible to a predetermined, life-threatening condition. Following the administration of an Epi-Pen staff will call 911 and notify the parents.
- J. Except for Epi-Pen and Insulin all medication to be administered by district staff must be kept in a locked, secure place.
- K. In general, students are responsible for obtaining their medication from the designated person at the scheduled time. If a student does not appear for his/her medication at the scheduled time, the

designated staff member will contact the student directly to administer the medication. Medication will be administered within 30 minutes of the prescribed time. If a student refuses to accept the medication or, for some other reason, the medication cannot be administered, a staff member will contact the parent/guardian immediately.

- L. If a student brings medication to school without properly completed administration of medication form and asks school staff to administer the medication, school staff will inform the parent of district policy and procedures. The school staff will hold any unauthorized medication and return it to the parent. The parent may come to the school and administer their child's medication.
- M. School staff must record the administration of any dose of medication on an individual medication log sheet.
- N. School staff will notify parents/guardians immediately if medication to be administered by the school is lost, damaged, stolen, or broken or if some other unexpected occurrence has caused the medication to be unavailable.
- O. The following shall apply to students needing medication at school (prescription and over-the-counter).
  1. Elementary/Middle School Students: Students needing to take medication at school are required to have medication kept and administered by school staff. The parent/guardian and the Licensed Health Care Provider shall complete the required Authorization of Oral Medication at Elementary and Middle School form. If a parent indicates that their child must carry and self-administer medication for emergency health reasons (i.e., asthma inhaler), the Licensed Health Care Provider must authorize and the nurse and principal must approve the child to carry and self-administer the medication.
  2. High School Students: Parents/guardians may request that district staff administer medication at school to their student. The parent/guardian and the Licensed Health Care Provider shall complete the required Authorization of Oral Medication at High School form. If a parent/guardian requests that their child carry and self-administer prescription medication the Licensed Health Care Provider must authorize and the school nurse and principal must approve the child to carry and self-administer the medication
  3. High School Students may be allowed to carry and self-administer over the counter medication when authorized by the parent/guardian, school nurse and the principal.
- P. School staff may discontinue the administration of medication to any student during the period for which it has been prescribed if a parent or legal guardian is given oral or written notice in advance of the date of discontinuance. Medication will not be discontinued on the student's recommendation. Oral followed by written notice by the parent is required.
- Q. The school nurse will destroy any medications remaining at the end of the prescribed period or at the end of the school year. Before destroying medication, the nurse will attempt to contact the parents for the disposal of any remaining medication.
- R. All medication records will be kept at the school for one year and then sent to be archived for eight (8) years after the last entry.

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