

STUDENT MEDICATION POLICY

516

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Reviewed 6/18/2018

I. PURPOSE

- A. The purpose of this policy is to set forth the provisions that must be followed when administering nonemergency prescription to students at school.

II. GENERAL STATEMENT OF POLICY

- A. The school district acknowledges that some students may require prescribed drugs or medications during the school day. The school district's licensed school nurse, trained health clerk, principal, or teacher will administer prescribed medications, except any form of medical cannabis, in accordance with law and school district procedures.

III. REQUIREMENTS

- A. The administration of prescription medication or drugs at school requires a completed signed request from the student's parent. An oral request must be reduced to writing within two school days, provided that the school district may rely on an oral request until a written request is received.
- B. A "School Prescription Medication Authorization" form must be completed annually (once per school year) and/or when a change in the prescription or requirements for administration occurs. Prescription medication as used in this policy does not include any form of medical cannabis as defined in Minn. Stat. § 152.22, Subd. 6.
- C. For medications used by students with a disability, administration may be as provided in the IEP, Section 504 plan or IHP.
- D. Prescription medication must come to school in the original container labeled for the student by a pharmacist in accordance with law, and must be administered in a manner consistent with the instructions on the label.
- E. The school nurse may request to receive further information about the prescription, if needed, prior to administration of the substance.
- F. Prescription medications are not to be carried by the student, but will be left with the appropriate school district personnel. Exceptions to this requirement are: prescription asthma medications self-administered with an inhaler, and medications administered as noted in a written agreement between the school district and the parent or as specified in an IEP (individualized education program), Section 504 plan, or IHP (individual health plan).
- G. The school must be notified immediately by the parent or student 18 years old or older in writing of any change in the student's prescription medication administration. A new

medical authorization and container label with new pharmacy instructions shall be required immediately as well.

- H. Parents or guardians must pick up unused medications before the end of the school year or they will be discarded.
- I. For the parent's, the student's and the school's protection, an adult will bring the medication to the health office. These medications will be kept in a locked cabinet, file, or drawer. Controlled substances will be counted by the parent and a trained health staff member upon receipt.
- J. Administration of all medications will be documented with dose, date, time, and medication administrator.
- K. Delegation of Medication administration may only be done by the Licensed School Nurse. Delegation is a nursing function that means "the transfer of authority to another nurse or competent, unlicensed assistive person to perform a specific nursing task or activity in a specific situation". (MN Statute 148.171)
- L. The school nurse or other designated person, shall be responsible for the filing of the School Medication Authorization form. The school nurse, or other designated person, shall be responsible for providing a copy of such form to the principal and to other personnel designated to administer the medication.
- M. The Health Office will record and review any identified medication error. The review of a medication error will be used to identify corrective steps that may need to be implemented to ensure medication safety for students.
- N. Procedures for administration of drugs and medicine at school and school activities shall be developed in consultation with a school nurse, a licensed school nurse, or a public or private health organization or other appropriate party (if appropriately contracted by the school district under Minn. Stat. §121A.21). The school district administration shall submit these procedures and any additional guidelines and procedures necessary to implement this policy to the school board for approval. Upon approval by the school board, such guidelines and procedures shall be an addendum to this policy.
- O. "Parent" for students 18 years or older is the student.
- P. Districts and schools may obtain and possess epinephrine auto-injectors to be maintained and administered by school personnel to a student or other individual if, in good faith, it is determined that person is experiencing anaphylaxis regardless of whether the student or other individual has a prescription for an epinephrine auto-injector. The administration of an epinephrine auto-injector in accordance with this section is not the practice of medicine.

A district or school may enter into arrangements with manufacturers of epinephrine auto-injectors to obtain epinephrine auto-injectors at fair market, free, or reduced prices. A third party, other than a manufacturer or supplier, may pay for a school's supply of

epinephrine auto-injectors.

****NOTE: Zumbrota-Mazeppa Public School does not stock epinephrine auto-injectors.**

IV. SPECIFIC REQUIREMENTS

A. Prescription Medications

- i. The physician or licensed prescriber and parent must complete the School Medication Authorization form BEFORE any prescription medication will be given in school and when a change in the prescription occurs. An oral request must be reduced to writing within two school days.
 1. A licensed prescriber includes: physicians, advanced practice nurses (CNS, NP, CRNA, and nurse midwife), Physician's Assistant under direction of a physician, Dentist, Podiatrist, Osteopath, Psychiatrist.
 2. Prescription medication must come to school in the original container labeled for the student by a pharmacist in accordance with law, and must be administered in a manner consistent with the instructions on the label. Parents or guardians are responsible for the child's supply of medication.
 3. If the medication dosage requires that pills be cut in half, the medication must be brought to school already cut by the parent or pharmacist.
 4. Field trips: Planning for students with conditions that require medication on field trips will be done on an individual basis PRIOR to the day of the field trip with the help of the parent/guardian. It is the teacher's responsibility to inform the health office in advance when the student is going on a field trip. The teacher or other responsible adult can carry and administer the medication on the field trip, as necessary, following school procedure.

B. Nonprescription Medications (OTC)

- i. Nonprescription (OTC) medications are subject to the same requirements as prescription medications with the exception of non-aspirin analgesics.
- ii. Non-aspirin analgesics will be given by trained personnel if the School Medication Authorization form is completed by the parent.
- iii. Parents or guardians are responsible for their child's supply of nonprescription medication. The medication must be provided in the original container that clearly identifies the medication. The school district retains the authority to govern the administration of nonprescription (OTC) medications.
- iv. Nonprescription (OTC) medication will only be given according to the age/weight appropriate dosing schedule on the label unless recommended otherwise by a physician's written order.

C. Specific Exceptions

- i. Prescription asthma or reactive airway disease medications can be self-administered by a student with an asthma inhaler if:
 1. The school district has received a written authorization from the pupil's parent permitting the student to self-administer the medication;
 2. The inhaler is properly labeled for that student; and

3. The parent has not requested school personnel to administer the medication to the student.
 4. The student follows the self-administration contract.
 5. The parent must submit written authorization for the student to self-administer the medication each school year. In a school that does not have a school nurse or school nursing services, the student's parent or guardian must submit written verification from the prescribing professional which documents that an assessment of the student's knowledge and skills to safely possess and use an asthma inhaler in a school setting has been completed.
 6. If the school district employs a school nurse or provides school nursing services under another arrangement, the school nurse or other appropriate party must assess the student's knowledge and skills to safely possess and use an asthma inhaler in a school setting and enter into the student's school health record a plan to implement safe possession and use of asthma inhalers.
- ii. Epinephrine Auto-Injectors: At the start of each school year or at the time a student enrolls in school, whichever is first, a student's parent, school staff, including those responsible for student health care, and the prescribing medication professional must develop and implement an individualized written health plan for a student who is prescribed epinephrine auto-injectors that enable the student to:
1. Possess epinephrine auto-injectors or
 2. If the parent and prescribing medical professional determine the student is unable to possess the epinephrine, have immediate access to epinephrine auto-injectors in close proximity to the student at all times during the instructional day.
- The plan must designate the school staff responsible for implementing the student's health plan, including recognizing anaphylaxis and administering of epinephrine auto-injectors when required, consistent with state law. This health plan may be included in a student's 504 plan.
- iii. Nonprescription Pain Medication: A secondary (grade 9-12) student may possess and use nonprescription pain relieving medication in a manner consistent with the labeling only if:
1. The school district has received written authorization (completed self-administration contract) from the student's parent or guardian permitting the student to self-administer the medication.
 2. The parent or guardian must submit written authorization for the student to self-administer the medication each school year.
 3. The school district may revoke a student's privilege to possess and use nonprescription pain relievers if the school district determines that the student is abusing the privilege.

This provision does not apply to the possession or use of any drug or product containing ephedrine or pseudoephedrine as its sole active ingredient or as one of its active ingredients.

If the school district employs a school nurse or provides school nursing

services under another arrangement, the school nurse or other appropriate party must assess the student's knowledge and skills to safely possess and use an asthma inhaler, epinephrine auto-injector, or nonprescription pain medication (OTC) in a school setting and follows the Self-Administration contract to implement safe possession and use of asthma inhalers, non-syringe injectors of epinephrine, or nonprescription pain medication (OTC).

- iv. Special health treatments and health functions such as catheterizations, tracheotomy suctioning, and gastrostomy feedings do not constitute administration of drugs and medicine.
- v. Emergency health procedures, including emergency administration of drugs and medicine, are not subject to this policy.
- vi. Drugs or medicine provided or administered by a public health agency to prevent or control an illness or a disease outbreak are not governed by this policy.
- vii. Drugs or medicines used at school in connection with services for which a minor may give effective consent are not governed by this policy.
- viii. Medications that are used off school grounds that are used in connection with athletics or extracurricular activities or used in connection with activities that occur before or after the regular school day are not governed by this policy.
- ix. Any exceptions to the policy will be dealt with on an individual basis with the licensed school nurse.
- x. School districts retain the authority to govern the administration of Investigational Drugs and CAM's (Complementary or Alternative Medicines). These medications will be considered on a case by case basis.