

**Medication at School**

Operational procedure 3416 governs the possession and administration of medication by students on school premises. Under normal circumstances, prescribed and non-prescribed oral medication should be dispensed before and/or after school hours under the supervision of parent(s)/ guardian(s). If a student must receive prescribed or non-prescribed oral medication on school premises, the parent(s)/guardian(s) must comply with the following operational procedures.

In the event that there exists a valid health reason which requires the involvement of school personnel in the administration of any medication to a student during school hours or the hours in which the student is under the supervision of school officials, the following procedures shall apply:

**1. Non-prescription (over-the-counter) Medication**

As used herein, non-prescription medication is defined as an over-the-counter oral medication which may be purchased and used without a licensed health professional prescribing within the scope of their prescriptive authority. A one (1) day supply of medication as used herein does not include multi-dose devices such as asthma inhalers. Parent(s)/guardian(s) must request in writing the administration of any non-prescription medication by school personnel, in accordance with operational procedure 3416.

**1.1 Non-prescription medication: Staff-administered**

If a student must receive non-prescription medication from an authorized school district staff member, the parent(s)/guardian(s) must submit a written authorization accompanied by written instructions from a licensed health professional prescribing within the scope of his or her prescriptive authority; see form 3416.1X. Staff does not administer any non prescription medications such as Tylenol, Motrin, Benadryl or cough drops (water is preferred for cough issues). Staff does not give food items (hard candy) as treatment for medical symptoms such as a cough.

**1.2 Non-prescription medication: Self-administered**

An elementary student may not self-administer non-prescription medication. Except as provided in paragraph 1.3 below, a middle school or high school student may self-administer a non-prescription medication on school premises provided that he/she does so in accordance with the printed instructions on the container or other packaging, the medication is maintained in its original container or other packaging, and the student is in compliance with paragraph 1.3 below. A student may not share such medication with other students.

**1.3 Grade level process for self-administered non-prescription medication:** In cases where parents would like a student to take a non-prescription medication within school facilities, the principal and nurse shall take into account the age, maturity and capability of the student; the nature of the medication; the circumstances under which the student will or may have to self-administer the medication; and other issues relevant in the specific case before authorizing a student to carry and/or self-administer medication at school.

### 1.3.1 Preschool – Fifth grade

Elementary school students shall not self-administer non-prescription medication, such as Tylenol, Motrin, Benadryl or cough drops (water is preferred for cough issues). Staff should not give food items (hard candy) as treatment for medical symptoms such as a cough. If a student needs non-prescription medication, his/her parent(s)/guardian(s) will be required to come to the school to administer the medication to the child. If a student needs medication for longer than fifteen (15) school days, the process outlined for administration of prescription medication in paragraph 2.1 below shall be followed.

### 1.3.2 Middle School

Middle school students may carry a one (1) day supply of non-prescription medication in a labeled container or packaging, with a note from parent(s)/ guardian(s) giving the student permission to self-administer. The note will be photocopied and filed in the office so that the student carries the note from home with the medication.

### 1.3.3 High School

High school students may carry a one (1) day supply of non-prescription medication in a labeled container or packaging.

## 2. Prescription Medication

A prescribed medication is one which by law cannot be purchased or used without a licensed health professional prescribing within the scope of his or her prescriptive authority. Under normal circumstances, prescribed medication should be taken before and/or after school hours under the supervision of the parent(s)/guardian(s). The district will not approve or engage in any medication program that could or should be appropriately administered at home.

### 2.1 Prescribed medication:

Prescription medication which is to be administered by school personnel must be delivered to the school by the parent(s)/guardian(s) and be in the original labeled pharmacy container with a current date, student's name, name of medication, dosage, mode of administration, storage notations and name of prescribing physician or dentist. It must also be accompanied by the licensed health professional's written authorization and instruction.

Prescription medications include antibiotics, but also include the controlled classes of Schedule II, III, IV and V drugs, all of which have a potential for abuse. Examples of Schedule II drugs are medications such as Ritalin and Adderall. Examples of Schedule V drugs are those with lower potential for abuse, such as Tylenol with Codeine and Codeine cough syrups.

Each school principal shall designate not less than two (2) staff members to administer prescription or non-prescription oral medication. These designated staff members will participate in an inservice training session conducted by a physician or registered nurse prior to the opening of school each year.

Training of staff members shall be done yearly. The annual training shall be conducted by a registered nurse; see form 3416.5X. Training shall include instructions for the handling, identification, and delivery of proper dosage of medication and recording procedures.

2.1 Prescription medication: Staff-administered

If a student must receive prescribed oral medication at school, it shall be received only from an authorized school district staff member. It must be administered in substantial compliance with the prescription instructions or with the written instructions of the licensed health professional prescribing within the scope of their prescriptive authority. The parent(s)/guardian(s) must submit written authorization accompanied by written instructions from a licensed health professional prescribing within the scope of his or her prescriptive authority; see form 3416.1X.

**3. Administrative Procedures Regarding Student Medication (form 3416.3X)**

3.1 Receive medication from home and administer them in a consistent manner. **DO SO ONLY WITH PROPERLY COMPLETED PARENTAL AND PHYSICIAN PAPERWORK.**

Otherwise, the district will not provide medication at school.

3.1.1 Administer medication by authorized school district staff **ONLY**.

3.1.2 Store medication in locked area.

3.2 Parent Request for District Assistance in Administering Approved Medication to a Student (form 3416.1X)

3.2.1 File licensed health professional's orders with individual student's logging sheet in the student's medication notebook or file.

3.2.2 If a student misses a dosage time, the student shall be called on the intercom or sent a call slip. Record this action on the Medication Log form 3416.4X. In the case of missed or delayed medication, more than one (1) hour after designated time for the dosages, the school nurse must be contacted prior to administering the medication; see exhibits 3416.7X and 3416.8X.

3.2.3 If parent(s)/guardian(s) requests medication administration outside the parameters of the physician's or dentist's order, contact the school nurse.

3.2.4 In the case of medication errors, contact the school nurse immediately and see exhibits 3416.7X and 3416.8X.

3.3 For short term situations, such as field trips, choose one (1) of the following, prioritized actions:

3.3.1 The parent(s)/guardian(s) accompanies the student and administers the medication.

3.3.2 A pre-trained staff member accompanies the student and carries and administers the medication.

3.3.3 The student, if appropriate age, carries the medication and self-administers, with proper parental and licensed health professional permission.

3.3.4 The student stays at school and is offered an alternative educational experience.

**4. All prescription medications must be stored in a portable medication box with the medications in original, properly labeled prescription bottles. The box is to be stored in a locked storage**

**area and is to be taken to a designated area with students during practice drills and actual emergency events.**

- 4.1 The label shall include the student's name, medication name and strength, instructions for dispensing, and the name of the prescribing licensed health professional.
- 4.2 Parent(s)/guardian(s) will be notified immediately by the school in case medication administered by the school is lost, damaged, stolen, broken, or another occurrence has caused the medication unexpectedly to not be available.
- 4.3 An attempt will be made by the school district to contact parent(s)/guardian(s) for disposal of medications remaining at the end of the prescribed period or at the end of the school year. If unable to contact the parent, medications will be destroyed by designated school staff.

**5. Standardized district medication record forms will be maintained at each school.**

- 5.1 Upon approval of a *Parent Request for District Assistance in Administering Approved Medication to a Student*, form 3416.1X, the parent(s)/guardian(s) will be informed that it will be considered current and unexpired for a maximum period of one (1) school year, but in no event will it be valid from one school year to the next.
- 5.2 If medication is brought to school without a properly completed medication request and authorization form, and if school staff is asked to administer the medication, the school shall inform the parent(s)/guardian(s) of district operational procedures.
- 5.3 At the end of each school year, medication records shall be placed in a file and stored consistent with district policy.
  - 5.3.1 Approximately two (2) weeks before the end of the school year, health services will send home letters to all parent(s)/guardian(s) of students receiving medications indicating the following:
    - 5.3.1.1 parents are requested to pick up unused medication by the end of the school year;
    - 5.3.1.2 if not picked up, unused medication will be appropriately disposed of by the district at the end of the school year; and
    - 5.3.1.3 requests for medication administration must be renewed each year. A form for that purpose is included with the district's notification letter.
  - 5.3.2 The year-end disposition of medication request forms, recording sheets and training forms is as follows:
    - 5.3.2.1 all medications left at the end of the school year are counted and recorded on the appropriate student's medication log form and co-signed by two (2) school staff persons;
    - 5.3.2.2 the medication is then disposed of appropriately by flushing them in the toilet, witnessed by two (2) staff persons;
    - 5.3.2.3 all medication request forms, recording logs, and staff training sheets are placed in an envelope labeled *Medication Records*, with the school year noted; and
    - 5.3.2.4 these records are sent to Health Services to be stored as required by state regulation and school district policy.

- 5.4 In cases of need to discontinue medication, the school nurse will advise the school if discontinuance of medication is appropriate and assist in attempts to inform the parent(s)/guardian(s)'s licensed health professional. Legitimate reason for discontinuing administration of medication would include, but is not limited to:
- 5.4.1 lack of cooperation with the student, parent(s)/guardian(s), and/or licensed health professional and the district;
  - 5.4.2 an unexpected and/or adverse medical reaction to the medication at school, such as mood change or allergic reaction;
  - 5.4.3 any apparent change in the medication's odor, appearance, or other characteristics that cause district staff to question the quality of medication; or
  - 5.4.4 medication having passed its expiration date.

## 6. Injection of Medications

Staff will not administer medication by injection except for the subcutaneous injection of epinephrine for treatment of an anaphylactic reaction. In such an instance, the parent(s)/ guardian(s) shall submit a written and signed permission statement. Such an authorization shall be supported by signed and dated written orders accompanied by supporting directions from the licensed health professional prescribing within the scope of his or her prescriptive authority. A staff member shall be trained prior to injecting the medication.

If a student needs to take insulin or other medication by injection, it shall be administered by a family member. The student may self-administer insulin if his/her parent(s)/guardian(s) and licensed health professional prescribing within the scope of their prescriptive authority authorize the same in writing; see form 3416.1X.

## 7. Discontinuance of Medications

The administration of medication, whether self-administered or staff-administered, may be discontinued at any time by the principal or designee, provided actual notice is given, either orally or in writing, to the parent(s)/guardian(s) in advance of the discontinuance. There shall be a valid reason for the discontinuance that does not compromise the health of the student or violate legal protections for the disabled. A valid reason may include that the administration of medication on school premises is in violation of this policy 3416 and the accompanying procedure 3416P. Such violation may also result in disciplinary action when appropriate; see policies and procedures 3200 and 3203.

Approvals for administration of medication shall not continue beyond one (1) school year without first submitting a new written request for medication as set forth above.

## 8. Medication Errors

Medication errors include the following:

- 8.1 Student missed medication;
- 8.2 Student was administered wrong dose;
- 8.3 Student was given medication at wrong time;
- 8.4 Wrong student was given medication; and

8.5 Medication was not given as ordered or by wrong route.

In the instance that a medication error has occurred, the process for addressing the error is detailed for systematic response of school staff and for the completion of the Medication Error Report Form; see exhibits 3416.7X and 3416.8X.

Cross References:

(cf.: 3200 – Student Rules, Regulations and Conduct)

(cf.: 3410 – Student Health)

Legal Reference:

RCW 28A.210.260 Administration of Oral Medication by – Conditions

RCW 28A.210.270 Administration of Oral Medication by – Immunity from Liability

Attorney General Memorandum (2/9/89) – Administration of Medications in Schools

OSPI Bulletin 16-89 of May 26, 1989 –The Administration of Medications in Schools

OSPI Bulletin 31-98 of April 24, 1998 –The Administration of Medications in Schools

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