

Administering Medicines to Students

No prescription or nonprescription medication shall be administered at school by the school nurse or other school designee as determined by the school director without the following requirements being met:

1. Medication shall be in the original properly-labeled container. If it is a prescription medicine the medicine in the original container will include the student's name, name of the drug, dosage, time for administering, name of physician, and current date. If the medicine is non-prescription, the medicine provided in the original container will include the name of the drug and dosage.
2. The school shall have received written permission from the doctor or dentist to administer the medication.
3. The school shall have received written permission from the parent/guardian to administer the medication. When such a request is made by a parent/guardian, a full release from the responsibilities pertaining to the administration and consequences of such medications also must be presented to the school director by the student's parent or guardian.
4. All directives of the accompanying policy will be followed.
5. Written orders from the student's physician must be on file in the school stating:
 - a. Student's name
 - b. Name of drug
 - c. Dosage
 - d. Purpose of the medication
 - e. Time of day medication is to be given
 - f. Anticipated number of days the drug needs to be given in school
 - g. Possible side effects
6. The medication must be brought to school in a container appropriately labeled by the pharmacy or physician.
7. An individual record will be kept of such prescription medications administered by school personnel.
8. Medication will be stored in a clean, locked cabinet or container.

9. A signed permission slip from a physician to administer Tylenol to a student when the student's temperature is above 101.5 degrees may be submitted to the school by the parent or legal guardian.

Unless these requirements can be met, medication will not be administered at school.

All medication shall be safeguarded at school to avoid any risk that it may be improperly ingested by anyone.

If under exceptional circumstances a student is required to take oral medication during school hours and the parent cannot be at school to administer medications, only the school nurse or the nurse's designee will administer the medication, in compliance with these regulations.

A student with asthma, severe allergies, or other life-threatening condition may possess and self-administer medication to treat the student's asthma, anaphylaxis or other life-threatening condition. Self-administration of such medication may occur during school hours, at school-sponsored activities, or while in transit to and from school or a school-sponsored activity. Student possession and self-administration of such medication shall be in accordance with this policy. Authorization for a student to possess and self-administer medication to treat the student's asthma, anaphylaxis or other related, life-threatening condition may be limited or revoked by the school director after consultation with the school nurse and the student's parents/guardian if the student demonstrates an inability to responsibly possess and self-administer such medication.

Procedure:

- Identify student
- Identify medication
 - Note student's name on bottle
 - Note date of medication on bottle
 - Note name of medication on bottle
 - Note dosage of medication on bottle
 - Compare information on medication bottle with medication record information
 - Doctor's order should be attached to medication record or noted to be in file
 - Check to see that the medication has not been given already for that day and time by another school person
 - Administer the medication to the student as directed
 - Record time the medication was given on student's medication record
 - Return medication to locked medication cupboard

First Aid and Emergency Medical Care

No treatment of injuries except first aid shall be permitted in the schools. First aid is that immediate help given by the best qualified person at hand in case of accident or sudden illness.

At least one person in each building shall have had special training in first aid. A master first aid kit shall be kept and properly maintained in each school.

Any person who in good faith provides emergency care or assistance without compensation at the place of the emergency or accident shall not be liable for any civil damages for acts or omissions in good faith.

The parents of all students shall be asked to sign and submit an emergency medical authorization form which shall indicate the procedure they wish the school to follow in the event of a medical emergency involving their child.

In all cases where the nature of an illness or an injury appears serious, the parent or guardian shall be contacted if possible and the instructions on the student's emergency card followed. In extreme emergencies, arrangements will be made for a student's immediate hospitalization whether or not the parent or guardian can be reached.

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LEGAL REF.: 6 CCR 1010-6, Rule 9-101 *et seq*