

## **ADMINISTRATION OF MEDICATIONS TO STUDENTS**

Proper administration of medications is crucial for the well-being of students.

### ***General Information***

The District is not legally obligated to administer medication to students unless specifically included in a Section 504 plan or an Individualized Education Program (IEP). However, the Board recognizes that some students may require medication for chronic or short-term illnesses to enable them to remain in school and participate in the District's educational services. Parents/guardians are encouraged to submit any relevant information regarding the medications their child needs, including a Diabetes Medical Management Plan or other information the District may use to develop an IEP, Section 504 Plan or Individualized Health Plan (IHP). The District will review all information submitted by the parents/guardians and work with them to create a plan to meet the student's medical needs while at school or school activities. The District prohibits students from possessing or self-administering medications while on District grounds, on District transportation, or during District activities unless explicitly authorized in accordance with this policy. The superintendent or designee, in collaboration with the District nursing staff, will establish administrative procedures for storing and administering medications in compliance with this policy and pursuant to state and federal law. Medications will only be administered at school when it is not possible or effective for the student to receive the medication at home. The District may require parents to sign a release giving the District permission to speak with their child's physician or pharmacist to obtain clarification about the medication, dosage, frequency, and potential side effects.

***Diabetes Medical Management Plan*** – A document developed by the student's personal healthcare team that sets out the health services needed by the student at school and that is signed by the student's personal healthcare team and parent/guardian.

***Parent/Guardian*** – Include the student's parent/guardian or the student who is 18 years of age or older who are their own guardian.

The administration of medications is a nursing activity that must be performed by or under the supervision of a registered professional nurse. A registered professional nurse may delegate the administration of medication to a licensed practical nurse or unlicensed personnel who are trained by the nurse to administer medications. The registered professional nurse is responsible for developing written procedures for training unlicensed personnel in the administration of medications and for supervising the administration of medication by others. In accordance with law, any trained or qualified employee will be held harmless and immune from civil liability for administering medication in good faith and according to standard medical practices. A qualified employee is one who has been trained to administer medication according to standard medical practices.

The nurse or designee must maintain thorough documentation of all medications administered to students.

Nurses must use reasonable and prudent judgment to determine whether to administer particular medications to students while also working in collaboration with parents/guardians and the school administration. In carrying out their legal duty to protect the health, welfare and safety of students, nurses will, when necessary, clarify authorized prescriber orders and respond in accordance with such clarifications.

The District will permit a student to possess and self-administer medications as required by law, except for substances that are illegal under state or federal law, and as allowed in this section. Permission to possess and self-administer medications may be revisited if there is evidence that the student is not handling or administering the medication appropriately or that the student's actions may be harming his or her own health or the health and safety of other persons. Such permission is required for students to possess and self-administer medications while at school, at a District-sponsored activity and on District-sponsored transportation. Such permission will be effective only for the same school and school year for which it is granted. Students who possess or consume medications in violation of this policy while on District property or District transportation or during a District activity may be disciplined up to and including suspension or expulsion.

Staff, students and all other individuals are prohibited from possessing or administering any medication, while on District grounds on District transportation or during District activities, that is illegal pursuant to state or federal law.

The District shall not knowingly administer medication in an amount (dosage), or for an indication (reason) outside of those approved by the Federal Drug Administration. If, in an extraordinary case, at the specific request of a child's physician, such medication administration is deemed necessary, it must be requested in writing by the child's physician and parent, and the request must be accompanied by supporting data from recognized peer reviewed medical literature. Such requests will then be considered on a case by case basis by District administration in consultation with the District's medical consultant and legal counsel. Except for the emergency use of a prefilled epinephrine auto syringe or asthma-related rescue medication, the District will not knowingly administer the first dose of any medication. Parents/guardians are encouraged to arrange to administer prescription medications themselves when possible. The District will have the right to contact the physician without prior written permission in an emergency situation. The determination of what constitutes an emergency situation is at the discretion of the District.

### ***Types of Medications***

#### ***Over-the Counter Medications***

The District may administer over-the-counter medication to a student upon receipt of a written request and permission to do so by the parent/guardian. The only non-prescription medications that may be administered at school without a private authorized prescriber's order are those medications included in the SSD's consulting physician's standing order. With prior approval from the principal and nurse, the parent/guardian may come to school to administer other medications. All over-the-counter medications must be delivered to the school principal or designee in the manufacturer's original packaging and will only be administered in accordance with the manufacturer's label. Regardless of any request to do so, the District will not exceed the dosages listed on labels. The District reserves the right to refuse to administer over-the-counter medication.

***Medications*** – For the purposes of this policy, medications include prescription drugs and over-the-counter drugs, including herbal preparations and vitamins. Medications also include substances that claim or purport to be medicinal or performance enhancing.

***Authorized Prescriber*** – Includes a healthcare provider licensed or otherwise authorized by state law to prescribe medication.

### ***Prescription Medications***

Unless otherwise authorized in this policy, the parent/guardian or a student who is 18 years of age or older and is their own guardian must provide the District with written permission to administer the medication before the District will administer the prescription medication to a student. A Current Prescription Label will be considered the equivalent of a prescriber's written direction, and a separate document is not needed.

### ***Emergency Medications***

All student-occupied buildings in the District are equipped with prefilled epinephrine auto syringes and asthma-related rescue medications. The school nurse or another employee trained and supervised by the school nurse may administer these medications when they believe, based on training, that a student is having a life-threatening anaphylactic reaction or life-threatening asthma episode. A prescription or written permission from a parent/guardian is not necessary to administer this medication in an emergency situation.

Epinephrine and asthma-related rescue medication will only be administered in accordance with written protocols provided by an authorized prescriber. The District will purchase an adequate number of prefilled epinephrine auto syringes and asthma related rescue medications based on the recommendation of the school nurse, who will be responsible for maintaining adequate supplies and replacing expired syringes and medications.

The school principal, nurse, or designee will maintain a list of students who cannot, according to their parents/guardians, receive epinephrine or asthma-related rescue medications. A current copy of the list will be kept with the devices at all times.

### ***Special Considerations***

A student with an IEP or Section 504 plan may possess and self-administer medications in accordance with the IEP or Section 504 plan. Students who do not have an IEP or Section 504 plan may possess and self-administer medications in accordance with 1) or 2) below:

1. Students with Diabetes: Upon written request of the parent/guardian and upon authorization by a student's Diabetes Medical Management Plan, the District will permit a student with diabetes to perform blood glucose checks, administer insulin through the student's insulin delivery systems, treat hypoglycemia and hyperglycemia, and otherwise attend to the care and management of the student's diabetes. The District will permit the student to possess on his or her person at all times all necessary supplies and equipment to perform these monitoring and treatment functions. The student shall have access to a private area for performing diabetes care tasks should the parent/guardian or student request such access.
  
2. Students with Other Chronic Health Conditions: Students may possess and self-administer medications for the treatment of asthma, anaphylaxis and other chronic health conditions in accordance with this policy and law. The District will not permit students to possess and self-administer medication unless all of the following requirements are met:
  - The medication was prescribed or ordered by the student's physician.
  
  - The physician has provided a written treatment plan for the condition for which the medication was prescribed or authorized that includes a certification that the student is capable of and has been instructed in the correct and responsible

use of the medication and has demonstrated to the physician or the physician's designee the skill level necessary to use the medication.

- The student has demonstrated proper self-administration technique to the school nurse.
- The student's parent/guardian has signed a statement authorizing self-administration and acknowledging that the District and its employees or agents will incur no liability as a result of any injury arising from the self-administration of such medication unless such injury is a result of negligence on the part of the District or its employees or agents.

Employees who violate this policy may be disciplined up to and including termination. District administrators will notify law enforcement when they believe a crime has occurred.

Adopted: June 9, 1987  
June 10, 1997  
April 10, 2001  
May 27, 2003

Revised: February 10, 2009  
June 25, 2013  
September 23, 2014  
October 27, 2015

Cross Refs: AH, Use of Tobacco Products and Imitation Tobacco Products  
EBB, Communicable Diseases  
EBBA, Illness and Injury Response and Prevention

Legal Refs. §§ 167.621 - .635, .800 - .824, 335.016, .066, 338.059, 577.625, .628, RSMo.  
*Davis v. Francis Howell Sch. Dist.* 138 F. 3d 754 (8th Cir. 1998).  
*DeBord v. Board of Educ. of Ferguson-Florissant Sch. Dist.*, 126 F.3d 1102 (8th Cir. 1997).