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MEDICATION ADMINISTRATION

Henderson County Public Schools discourage the use and administration of medication at school; however, in some instances it is necessary for students to take medication during the school hours, or while participating in extracurricular activities. Reasonable efforts should be made by the parent or guardian to obtain the doctor's permission to adjust the dosage or type of medication prescribed, so that the medicine can be given at home before and/or after school hours to avoid the need for administration during the school day. The school district is not required to administer any medication that could be taken at home.

STANDARDS FOR ADMINISTERING MEDICINES

The health and welfare of the student must be of paramount concern in all decisions regarding the administration of medicine. Students with special needs will be afforded all rights provided by federal and state law as enumerated in the Procedures Governing Programs and Services for Children with Special Needs. Students with disabilities also will be accorded all rights provided by anti-discrimination laws, including Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act.

School employees are authorized to administer drugs or medication when all of the following conditions have been met:

1. The student's parent or legal custodian has completed the HCPS *Request for Medication Administration* form;
2. A physician has prescribed the drug or medication for use by the student (for over-the-counter medications given for more than one week or dosage does not follow label recommendations, as well as medications available only by a physician's prescription);
3. A physician has certified that administration of the drug or medication to the student during the school day is necessary (for over-the-counter medications as well as medications available only by a physician's prescription); and
4. The employee administers the drug or medication pursuant to the HCPS *Request for Medication Administration* form provided by the student's parent or legal custodian. School personnel may administer only drugs clearly prescribed or intended for the student.

Non-prescription medicines may be administered upon written permission of the parent/guardian and upon approval by the principal or school nurse. Designated school

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personnel are authorized to require the doctor's written approval for the administration of non-prescription medicines.

Medication must be provided in a pharmacy labeled container, which includes the student's name, medication name, correct dosage, directions for administration, and the physician's name. Over-the-counter medication must be in the original container.

Written information maintained by the school or school personnel regarding a student's medicinal and health needs is confidential. Parents and students must be accorded all rights provided by the Family Educational Rights and Privacy Act and state confidentiality laws. Any employee who violates the confidentiality of the records may be subject to disciplinary action.

STUDENT SELF-ADMINISTERING WITH ASTHMA MEDICATIONS OR SUBJECT TO ANAPHYLACTIC REACTIONS

The Board recognizes that students with asthma and/or subject to anaphylactic reactions may need to possess and self-administer emergency medication on school property. As used in this policy, "asthma medication" means a medicine prescribed for the treatment of asthma or anaphylactic reactions and includes a prescribed asthma inhaler or epinephrine auto-injector.

The student's parent or guardian must provide to the school:

- a. A completed HCPS *Request for Medication Administration* form.
- b. A written treatment plan and written emergency protocol formulated by the prescribing health care practitioner and school nurse for managing the student's asthma or anaphylaxis episodes and for medication use by the student.
- c. A statement provided by the school district and signed by the student's parent or guardian acknowledging that the Board of Education and its agents are not liable for injury arising from the student's possession and self-administration of asthma medication.
- d. Any other documents or items necessary to comply with state and federal laws.

The student must demonstrate to the school nurse, or the nurse's designee, the skill level necessary to use the asthma medication and any accompanying device.

The student's parent or guardian must provide to the school backup asthma medication and the school must keep this medication in a location to which the student has immediate access in the event of an emergency.

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All information provided to the school by the student's parent or guardian must be kept on file at the school in an easily accessible location. Any permission granted by the school for a student to possess and self-administer asthma medication will be effective only for the same school system, for 365 calendar days and must be renewed annually.

A student who uses his prescribed asthma medication in a manner other than as prescribed may be subject to disciplinary action pursuant to the school's disciplinary policy. A school may not impose disciplinary action that limits or restricts the student's immediate access to the asthma medication.

The Board does not assume any responsibility for the administration of drugs or medication to a student by the student, the student's parent or legal custodian or any other person who is not authorized by this policy to administer medications to students. The Board will assume no responsibility for the transportation of medication to and from school.

School nurses and designated administrators shall establish, maintain, and implement procedures and guidelines for the proper administration of medication. Designated school staff administering medication will be trained annually by the school nurse. All schools must collect and maintain on file a completed *Request for Medication Administration* form and Medication Log for any student who takes any type of medication during school hours, or while participating in extracurricular activities.