

Purpose

The district shall not be responsible for diagnosis ~~and treatment~~ of student illness. The administration of prescribed medication in accordance with the direction of a parent/guardian ~~or~~ **and** licensed prescriber to a student during school hours will be permitted only when failure to take such medicine would jeopardize the health of the student or the student would not be able to attend school if the medicine were not made available during school hours.

Definitions

For purposes of this policy, **medication** shall include all prescription medicines as well as over the counter medications and will also include but not limited to minerals, **supplements** and herbal medications.

Licensed prescriber shall include a licensed physician, dentist, nurse practitioner, or other health care provider who is legally authorized to prescribe either prescription or nonprescription (OTC) medications.

Authority

Before any medication may be administered to or by any student during school hours, the Board shall require the proper completion of the Medication Dispensing Form. Failure of a parent/guardian to provide the documentation will require the parent/guardian to make himself/herself available in the schools to personally dispense the medication.[\[1\]](#)[\[2\]](#)[\[3\]](#)

Delegation of Responsibility

The Superintendent or designee, in conjunction with nurses, shall develop procedures for the administration and self-administration of students' medications.

All medications shall be administered by a licensed nurse, ~~the Certified School Nurse, or licensed personnel (RN, LPN)~~ **trained and certified nursing assistant**, or shall be self-administered as set forth in this policy.

Any district employee involved in administering or supervising ~~of~~ the self-administration of emergency medication ~~only~~ (i.e. an EpiPen) shall receive appropriate training from the ~~licensed nurse~~ ~~Certified School Nurse~~ before engaging in this activity.

Building administrators and nurses shall review regularly the procedures for administration and self-administration of medications and communicate and evaluate recordkeeping, efficacy and safety practices.

Guidelines

The district shall inform all parents/guardians, students and staff about the policy and procedures governing the administration of medications.

Any medication to be administered by ~~school personnel must be delivered directly to the Certified School Nurse or licensed personnel (RN, LPN)~~ ~~licensed nursing staff,~~ including both prescription and over-the-counter medications, must be delivered directly to the school health office by an adult. Only a 30-day supply of medication will be accepted at a time. All controlled medications must be delivered to the nurse by an adult. The All controlled drug medications must be counted between nursing staff and the parent/guardian and recorded on the student's medication log. The All medication must be brought to school in the original and properly labeled container. Prescription medication will be kept locked in the nurse's office.

In cases where the Medication Dispensing Form is not available and administration of the medication is necessary, ~~registered~~ ~~licensed~~ nurses may obtain verbal orders from the attending physician by phone. Such verbal orders must be documented by the ~~registered~~ ~~licensed~~ nurse on a verbal order form and uploaded to the student's health record the Medication Dispensing Form. In order for the medication to be administered the following day, a completed signed Medication Dispensing Form must be made available by the parent/guardian.

Student Self-Administration

In accordance with Act 187 of the School Code and CBSD procedures, students requiring rescue inhalers and Epi-Pens may be permitted to carry and self-administer medications with a signed physician's order, parental permission and adherence to the district medication policy.

To self-administer medication, the student must meet the following criteria:

1. Respond to and visually recognize his/her name.
2. Identify his/her medication.

3. Recognize and verbalize the signs & symptoms of an emergent episode.
4. Demonstrate the proper technique for self-administration of the emergency medications.
5. Students who self-administer emergency medications are required to notify the nurse immediately following each use of an emergency medication.
6. Demonstrate a responsible and cooperative attitude in all aspects of medication self-administration.

~~A nurse will not be routinely available to administer medications on field trips. If the parent/guardian of the child needing medication is a chaperone, the parent/guardian will administer the medication. No student shall be prevented from participating in a field trip due to a need for medications during the school outing. If parents choose to have medication administered, the parent should indicate this on the field trip permission form. Parents must package medications at home and deliver to the teacher in a sealed envelope. Controlled drugs must be handed to the teacher by an adult. Parents should indicate on the envelope the child's name, teacher, name of medication, dosage, and time to be administered. The child will self-administer medication under the supervision of the teacher.~~

The nurse will evaluate each request **for medication administration** ~~exceptions to this policy~~ based upon medical need, receipt of written orders and documentation of student's correct procedure/technique by the student's licensed prescriber and receipt of parent request. Specific plans may be developed considering individual student health care needs and school implementation.