

Kimberly School District

STUDENTS 3416

Administering Medicines to Students

Any school employee authorized by the school administrator or school principal:

- May assist in the self-administration of any drug that may lawfully be sold over the counter without a prescription to a pupil in compliance with the written instructions, if the pupil's parent or guardian consents in writing.
- May assist in the self-administration of a prescription drug to a pupil in compliance with the written instructions of a practitioner, if the pupil's parent or guardian consents in writing.

No employee except a qualified health care professional may administer a drug or prescription drug to a pupil under this policy except in an emergency situation.

Diagnosis and treatment of illness and the prescribing of drugs are never the responsibility of a school employee and should not be practiced by any school personnel.

Administering Medication

The Board will permit the administration of medication to students in schools in its jurisdiction. Pursuant to the written authorization of a physician or dentist, as well as the written authorization of a parent or guardian, the school employee (who has successfully completed specific training in administration of medication) may administer medication to any student in the school or may delegate this task pursuant to Idaho law.

Emergency Administration of Medication

In case of an anaphylactic reaction or the risk of such reaction, a school nurse or delegate may administer emergency oral and/or injectable medication to any student in need thereof on the school grounds, in the school building, or at a school function, according to the standing order of the student's private physician.

In the absence of a school nurse, the administrator or designated staff member exempt from the nurse licensure requirements (I.C. § 54-1401 et seq.) who has completed training in administration of medication, may give emergency medication to students orally or by injection.

There must be on record a medically diagnosed allergic condition which would require prompt treatment to protect the student from serious harm or death. Record of the medication administered in an emergency will be entered on an Individual Student Medication Record and filed in the student's cumulative health folder.

Self-Administration of Medication

Students who are able to self-administer specific medication may do so provided:

- A physician or dentist provides a written order for self-administration of said medication.
- There is written authorization for self-administration of medication from the student's parent or guardian.
- The principal and appropriate teachers are informed that the student is self-administering prescribed medication.

Any school employee authorized ~~in writing~~ by the school administrator or principal **nurse** may assist with self-administration of medications provided that only the following acts are used:

- verbal suggestions, prompting, reminding, gesturing, or providing a written guide for self-administering medications;
- handing a pre-filled, labeled medication holder, labeled unit dose container, syringe, or original marked, labeled container from the pharmacy to the student;

- opening the lid of the above container for the student;
- guiding the hand of the student to self-administer the medication;
- holding and assisting the student in drinking fluid to assist in the swallowing of oral medications;
- assisting with removal of a medication from a container for students with a physical disability which prevents independence in the act.

Self-Administration of Asthma Medication, Insulin/Diabetic Treatment, Seizure Disorder Medication, or Epinephrine Auto-Injectors

Pursuant to Idaho Code covering the self-administration of asthma medication, the following shall apply to epinephrine auto-injectors, seizure disorder medication, insulin, or blood glucose monitoring supplies if a parent/legal guardian chooses to have their child self-administer medication:

1. The parents/guardians of the pupil shall provide to the Board or designee written authorization for the self-administration of medication.
2. The parents/guardians of the pupil shall provide to the Board or designee written certification from the student's physician that the student has a severe allergic reaction (anaphylaxis), asthma, another potentially life-threatening respiratory illness, epilepsy or another seizure disorder, or diabetes and is capable of, and has been instructed in, the proper method of self-administration of medication. For students with a severe allergic reaction, asthma, another potentially life-threatening respiratory illness, seizure disorder, or diabetes the student's physician or health care provider-supplied information shall contain:
 - A. The name and purpose of the medicine;
 - B. The prescribed dosage;
 - C. The time(s) at which or the special circumstances under which medication should be administered;
 - D. The length of time for which medication is prescribed;
 - E. The possible side-effects of the medicine;
 - F. Actions to take in the event of an emergency, including if the medication does not improve the child's breathing or allergic reaction;
 - G. Contact information for the physician and parent/guardian; and
 - H. If applicable, a list of the child's asthma or seizure triggers or allergies.
3. The school's administration and appropriate teachers and school personnel shall be informed that the student is self-administering prescribed medication. Such notification shall be done in a manner so as to best preserve the privacy of the student and the student's medical condition to the extent appropriate.

For students with severe or life-threatening allergies this information may be provided in the student's Emergency Care Plan.

Epilepsy and Seizure Disorder Plans

Upon documented request of the parent/guardian of a student who has epilepsy or another seizure disorder, the District shall authorize implementation of a plan – whether a Section 504 plan, Health or Emergency Care Plan, or Seizure Disorder Plan, as deemed appropriate for each individual student. The plan will include, but is not limited to, the following:

1. Providing notice of the student's condition to all employees who interact with the student;

4. The student's symptoms;
5. Written orders from the student's physician on providing care to the student;
6. Whether the student may fully participate in exercise and sports and, if applicable, any accommodations required;
7. Accommodations for school-related activities, such as school trips and after-school activities;
8. A description of how medical treatment of the condition may affect the student's education, if applicable;
9. The student's understanding of and ability to manage the epilepsy or seizure disorder.
10. How to maintain communication with the student, parents/guardians, the student's healthcare team, and the school nurse or employee responsible for administering emergency medication; and
11. A list of qualified staff who may administer emergency medication to the student for a seizure.

The plan may be updated annually and as necessary if there is a change in the health status of the student. The plan must also address the notification to the appropriate staff.

All employees who have received notification that a student they interact with has epilepsy or another seizure disorder will be provided with information about how to recognize indicators for epilepsy and seizure disorder, epilepsy, or seizure disorder first aid, when to call for assistance, and a parent/guardian and emergency contact information for that student. The training shall be provided by the school nurse. The training may be individualized to each student, if necessary.

Handling and Storage of Medications

All medications, including those approved for keeping by students for self medication, must first be delivered by the parent or other responsible adult to the nurse or employee assisting with the self-administration of medication. The nurse or the employee must:

- Examine any new medication to insure that it is properly labeled with dates, name of student, medication name, dosage and physician's name.
- If administration is necessary, the nurse must develop a medication administration plan for the student before any medication is given by school personnel.
- Record on the Student's Individual Medication Record the date the medication is delivered and the amount of medication received.
- Store medication requiring refrigeration at 36F - 46F.
- Store prescribed medicinal preparations in a securely locked storage compartment.

Controlled substances will be contained in a separate compartment, secured and locked at all times.

No more than a forty-five (45) school day supply of a medication for a student will be stored at the school. All medications, prescription and nonprescription, will be stored in their original containers.

Access to all stored medication will be limited to persons authorized to administer medications or assist in the self-administration of medications. Each school will maintain a current list of those persons authorized by delegation from a licensed nurse to administer medications.

Disposal of Medication

School personnel must either return to the parent or destroy (with permission of the parent or guardian) any unused, discontinued or obsolete medication. Medicine which is not repossessed

by the parent or guardian within a seven (7) day period of notification by school authorities will be destroyed by the school nurse in the presence of a witness.

Policy History:

Adopted on: April 8, 2003

Revised on: