

**WHITE RIVER SCHOOL DISTRICT #416  
BOARD POLICY**

**No. 3416**

3000 STUDENTS

Student Welfare

**3416 - Medication at School**

Under normal circumstances, prescribed oral medication and oral over-the-counter medication should be dispensed before and/or after school hours under the supervision of a parent or guardian.

If a student must receive prescription or over-the-counter oral medication from an authorized staff member, the parent or guardian must submit a written authorization accompanied by written instructions from a Licensed Health Care Provider.

The Superintendent shall establish procedures for:

- 1) Training and supervision of staff members in the administration of prescription or over-the-counter oral medication to students by a registered nurse.
- 2) Designating staff members who may administer prescription or over-the-counter oral medication to students.
- 3) Obtaining a signed and dated parental and Licensed Health Care Provider request for the dispensing of prescription or over-the-counter oral medications, including instructions from the Licensed Health Care Provider.
- 4) Storing prescription or over-the-counter medication in a locked or limited-access facility.
- 5) Maintaining records pertaining to the administration of prescription or over-the-counter oral medication.

No medication shall be administered by injection by non-licensed staff except for the administration of Epinephrine (adrenaline) for allergic reactions. Epinephrine shall be administered by school personnel only through the use of an Epi-Pen™ or other approved auto-injector. Epinephrine is subject to the same authorizations as oral medication. In such an instance, the parent shall submit a written and signed permission statement. Such an authorization shall be supported by signed and dated written orders and directions from a Licensed Health Care Provider.



## **ADMINISTRATIVE PROCEDURES**

**No. 3416P**

### **MEDICATION AT SCHOOL**

Each school principal shall authorize two or more staff members to administer prescription or over-the-counter oral medication. These designated staff members will participate in an inservice training session conducted by a registered nurse prior to the opening of school each year or before dispensing medication. Supervision shall be provided by a registered nurse. Staff members who are responsible for students outside of school hours and/or off the school campus must be authorized to administer medications. These staff members will participate in a training program developed and implemented by a registered nurse prior to being authorized to administer medications.

Prescribed or over-the-counter oral medication may be dispensed to students on a scheduled basis or as needed upon written authorization from a parent accompanied by written instructions from a Licensed Health Care Provider. Requests shall be valid for not more than the current school year. The prescription or over-the-counter medication must be properly labeled and be contained in the original container. Medication must remain in the original container until the individual dose is administered to the student. Medication may not legally be transferred from one container to another by school staff. A staff member designated to administer prescription or over the counter medication at school shall:

- 1) Collect the medication authorization form properly signed by the parent and by the prescribing Licensed Health Care Provider.
- 2) Collect the prescription or over the counter medication in the original container and count the quantity of medication received. This count must be verified by the parent/guardian, if present, or by a second staff member. This second person is verifying the quantity of medication only and does not have to be trained to administer medication at school.
- 3) Store the prescription or over-the-counter oral medication in a locked cabinet.
- 4) Notify the school nurse that a new medication and order form have been received. The school nurse will use her discretion to determine the level of verification needed before the medication is administered for the first time.
- 5) Maintain a record of the amount of medications received. All controlled substances must be counted and documented by two staff members each week.
- 6) Maintain a daily record which indicates that the prescription or over-the-counter oral medication was dispensed.

- 7) Notify the parent that he/she may pick up any medication which remains at the end of the school year. Medications not picked up will be destroyed.
- 8) Send a letter to parents at the beginning of each year concerning field trip medication. This letter will: 1) Request that parents send a second container with the original label and containing only 1-2 tablets to be used for field trips; 2) Inform parents that if we do not have a separate bottle we must send the original bottle with all of the medication and explain the risks associated with this.

A copy of the Board Policy and procedures for the administration of medication at school shall be provided to the parent upon request.

No prescribed medication shall be administered by injection by non-licensed staff except for Epinephrine when a student is susceptible to a predetermined, life-endangering situation. The parent shall submit a written statement which grants a staff member the authority to act according to the specific written orders and supporting directions provided by a Licensed Health Care Provider (e.g., medication administered to counteract a reaction to a bee sting). Such medication shall be administered by a staff trained to administer such an injection. Post-medication injection procedures shall include activating the emergency medical system, and notifying the parent and the school nurse.

In situations where the parent, Licensed Health Care Provider, principal, and school nurse believe that it is in the best interest of the student that he/she carry medication, the student shall carry written permission from the parent indicating the name and dosage of the medication and the dates and times to be taken. Students may carry a one-day supply except for multi-dose inhalers.