

## Administering Medicines to Students

If under exceptional circumstances a student is required to take oral medication during school hours and the parent/guardian cannot be at school to administer medications, only the school nurse or the nurse's designee will administer the medication in compliance with the following regulations.

1. All directives of the accompanying policy will be followed.
2. Written orders from the student's health care provider must be on file in the school stating:
  - a. Student's name
  - b. Name of drug
  - c. Dosage
  - d. Purpose of the medication
  - e. Time of day medication is to be given
  - f. Anticipated number of days it needs to be given in school
  - g. Possible side effects
  - h. Signature of parent, which serves as authorization to give the medication
  - i. Signature of health care provider
3. The medication must be brought to school in a container appropriately labeled by the pharmacy or health care provider.
4. An individual medication log will be kept of such prescription medications administered by school personnel.
5. Medication will be stored in a clean, locked cabinet/container.

Unless these requirements can be met, medication will not be administered at school.

### Procedure for Administering Medication

1. Identify the student.
2. Identify the medication and confirm the following:
  - a. Student's name on the bottle
  - b. Date of medication on the bottle
  - c. Name of medication on the bottle
  - d. Dosage of medication on the bottle
  - e. Instructions on the bottle for giving the medication
3. Compare information on medication bottle with medication log information.
4. Confirm that the health care provider's order is attached to the medication log.

5. Check to see that the medication has not been given already for that day and time by other school personnel.
6. Administer the medication to the student as directed.
7. Record time the medication is given on the student's medication log.
8. Return medication to the locked cabinet/container.

### **Self-Administration of Medication**

A school shall permit a student to possess and self-administer medication for asthma, severe allergies, diabetes or other life-threatening conditions, if all of the following conditions are met:

1. Written authorization signed by the student's health care provider must be on file with the school which shall include the student's name; the name, purpose, prescribed dosage, frequency, and length of time between dosages of the medication(s) to be self-administered; and confirmation that the student has been instructed and is capable of self-administration of the medication.
2. The student demonstrates to the school nurse or designee that he/she possesses the skill level necessary to administer the medication as prescribed.
3. The school nurse and the student's health care provider collaborate to develop a written treatment plan for managing the student's asthma or anaphylaxis episodes and the medication use by the student.
4. Documentation assigning levels of responsibility to the student's parent/guardian, the student, and the school nurse or designee must be on file with the school.

A treatment plan authorizing a student to possess and self-administer medication for asthma or anaphylaxis shall be effective only for the school year in which it is approved. The school shall permit a student to possess and self-carry medication in subsequent school years only if the conditions specified above are met.

A student shall report to the school nurse or designee or other adult at the school immediately after the student uses an epinephrine auto-injector during school hours. Upon receiving such report from a student, the individual notified will provide appropriate follow-up care to the student, which shall include making a 911 emergency call.

Note: A health care provider is defined as an M.D., D.O., Nurse Practitioner, P.A., Dentist or Psychiatrist.

Approved January 1983

Revised April 12, 1995

Revised April 23, 2008

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