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Title: Vol. 33, No. 1 - September 2018 Revised USE OF MEDICATIONS

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### 5330 - USE OF MEDICATIONS

The medications and/or treatments which may be administered are defined in Policy 5330. In those circumstances where a student must take prescribed medication during the school day, the following guidelines are to be observed:

- ( ) Parents should determine with their physician's counsel whether the medication schedule can be adjusted to avoid administering medication during school hours.
  
- ( ) The Medication Request and Authorization Form 5330 F1 must be filed with the respective building principal before the student will be allowed to begin taking any medication during school hours. This written and signed request form is to be submitted on an annual basis and will include:
  - ( ) student's name;
  - ( ) medication, dosage, and procedure for administering;
  - ( ) times required;
  - ( ) special instructions including storage and sterility requirements;
  - ( ) date prescribed medication will be started;
  - ( ) date prescribed medication will no longer be needed;

- ( ) physician's name, address, and telephone number;
- ( ) probable side effects;
- ( ) authorization by both the physician and the parent for a student to self-administer the medication but only in the presence of two (2) authorized staff members;
- ( ) authorization for school personnel to administer the prescribed medication, if necessary;
- ( ) agreement/satisfactory arrangement to deliver medication to/from school;
- ( ) agreement to notify the school in writing if the medication, dosage, schedule, or procedure is changed or eliminated. A new request form must be submitted each school year or for each new medication.
- ( ) The building administrator shall designate, on Form 5330 F1, the staff member(s) authorized to administer the medication or required treatment. Those individuals must have received training on administering the medication or treatment prior to servicing the student, except in an emergency situation.  
**[NOTE: NOT STATUTORILY REQUIRED BUT HIGHLY RECOMMENDED]**
- ( ) Form 5330 F1c – Authorization for the Possession and Use of Asthma Inhalers, Epi-pen or Prescribed Emergency Medication shall be completed and signed by a physician and the parents authorizing the student use of a metered dose or dry powdered inhaler, or prescribed emergency medication at school, or Epi-pen where student has been diagnosed as subject to severe allergic reaction, on District transportation and school activities. This form must be received by the building principal and/or school nurse if one is assigned to the building. Notice of this authorization shall be delivered to the staff members and transportation personnel to whom the student is assigned.

Students may possess and self-administer prescribed emergency medication or a metered dose or dry powder inhaler for relief of asthma, or before exercise to prevent onset of asthma symptoms, while at school, on school-sponsored transportation, or at any school-sponsored activity in accord with the Superintendent's guidelines, if the following conditions are met:

there is written approval from the student's physician or other health care provider and the student's parent/guardian to possess and use the inhaler

and

the building administrator has received a copy of the written approvals from the physician and the parent/guardian.

( ) All medications to be administered during school hours must be registered with the principal's office. Upon receipt of the medication, the \_\_\_\_\_ shall verify the amount of medication brought to the school and indicate that amount on the student medication log sheet.

( ) Medication that is brought to the office will be properly secured. Medication may be conveyed to school directly by the parent or transported by transportation personnel (bus driver and/or bus aide) at parental request. This should be arranged in advance. Two to four (2-4) weeks supply of medication is recommended.

Medication MAY NOT be sent to school in the student's lunch box, pocket, or other means on or about his/her person. Exceptions to this would be prescriptions for emergency medications for allergies and/or reactions, or inhalers for asthma with proper authorization.

( ) For each prescribed medication, the container shall have a pharmacist's label with the following information:

student's name

physician's name

date

pharmacy name and telephone

name of medication

prescribed dosage and frequency

special handling and storage directions

( ) The building administrator may request that the medication be provided in the exact dosage prescribed, so that the staff is not responsible for dividing or splitting the medication or pills.

( ) Any unused medication unclaimed by the parent will be destroyed by administrative personnel when a prescription is no longer to be administered or at the end of a school year. Notation of the method of disposal and the date shall be entered on the Medication Administration Daily Log.

( ) The staff member administering the medication shall ensure that the student takes the medication properly.

( ) If a student does not take the medication at the proper time, the staff member responsible for administering the medication shall take appropriate steps to locate the student and administer the medication and to then notify the parents of the importance of the child reporting on time for his/her medication.

( ) Any adverse reaction to the medication, as described in the physician's written instructions, shall be immediately reported to the student's parent/guardian, and the authorizing physician if so requested on the authorization form.

( ) All medications are to be administered in such a way as to not unduly embarrass the student.

( ) A log for each prescribed medication shall be maintained which will note the personnel giving the medication, the date, and the time of day. Both the administering and witnessing adult shall sign the log.

( ) Any known errors in the administration of the medication shall be recorded on the log, and immediately reported to the building administrator. The building administrator shall promptly notify the parent/guardian

and enter a notation on the log of the time of notification and any instructions from the parent/guardian.

( ) This log will be maintained along with the physician's written request and the parent's written release.

( ) Form 5330 F1 shall be completed and signed by the principal authorizing the person(s) who may administer the medication or procedure. **A second adult must be present during the administration of any medication.** A licensed registered professional nurse may administer medication without a second adult present.

( ) A count of each student's medication is to be made every \_\_\_\_\_ and the amount reconciled with the original amount indicated on the log sheet and the number administered since the last count.

( ) If, for supportable reasons, the principal wishes to discontinue the privilege of a student self-administering a medication, s/he shall notify the parent of this decision in sufficient time for an alternative administration to be established.

( ) If a student is exhibiting behavior which causes a staff member to be concerned about his/her medical status, this behavior must be reported to the building administrator and/or school nurse and expressed in writing in behavioral terms. The administrator or nurse shall promptly contact the parent/guardian, report the observations, and suggest that they seek medical attention for the child. The written observations may be given to the parent.

( ) All staff authorized to administer medication or treatment shall receive appropriate training on the District's Policy and Guidelines, as well as any specific instruction relevant to the particular student's treatment or medication.

( ) Inservice training will be provided by personnel familiar with the District's policies, guidelines and proper medical administration procedures. Generally this will be done by a licensed registered nurse, licensed physician, or licensed physician's assistant. When any procedure other than oral administration of medication is required, the staff member will receive individualized training from qualified medical personnel.

( ) Inservice training should include familiarization with identifying and dispensing medications, as well as symptom(s) of side effects. Training shall also cover all of the District's policies and guidelines regarding the administration of medication and treatment to students, including the record keeping procedures and forms.

( ) A record shall be kept of the date, time and substance of the training that each staff member receives. This record shall be made available, upon request, to the parent/guardian.

#### ( ) Nonprescribed (Over-the-Counter) Medications

A student in grades \_\_\_ - \_\_\_ may be allowed to possess and self-administer an over-the-counter medication upon the written authorization of the parent. The parent must complete Form 5330 F1a - Authorization for Nonprescribed Medication and Treatment and submit it to the school office for filing in the student's records.

If a student is found with a medication in his/her possession, his/her record should be checked to determine if the proper authorization is on file. If not, the matter is to be reported to the principal for disciplinary action. The principal may use one or more of the following procedures, depending on the particular situation:

( ) Contact the parent and arrange for the parent to submit Form 5330 F1a as soon as possible.

( ) Take the medication from the student and keep it in the school office until the completed form has been submitted.

( ) Place the student in In-School Restriction for no more than \_\_\_ (\_\_\_) days for failure to abide by school rules.

( ) Suspend the student from school for no more than \_\_\_ (\_\_\_) days. Repeated offenses may result in further disciplinary action.

The purpose of any disciplinary action on this matter should be to make it clear to all students and parents that, because of its policy on drug use, the school cannot allow possession or use of any form of unauthorized drug or medication at any time.

#### ( ) FDA – Approved Over-the-Counter Topical Substances

A student shall be allowed to possess and self-administer a U.S. Food and Drug Administration (FDA) over-the-counter topical substance upon the written authorization of the parent/guardian. An FDA-approved, over-the-counter topical substance may include sunscreen, antimicrobial or antifungal products, external analgesics including lidocaine, psoriasis or eczema topical treatments, or any other topical product with a therapeutic effect.

( ) Dispensing of nonauthorized, over-the-counter (OTC) medication by District employees to students served by the District is prohibited. Where investigation confirms such allegations, prompt corrective action shall be taken up to and including dismissal.

( ) In order to minimize health and safety risks to student-athletes and maintain ethical standards, school personnel, coaches, athletic trainers, and lay coaches should never dispense, supply, recommend, or permit the use of any drug, medication, or food supplement solely for performance-enhancing purposes.

Epinephrine is administered only in accordance with a written medication administration plan developed by the school ( ) principal ( ) nurse ( ) \_\_\_\_\_ **[other]**, satisfying the requirements and updated annually, which includes the following:

( ) Diagnosis by a physician that the student is at high risk of a life-threatening allergic reaction, and a medication order containing indications for administration of epinephrine.

( ) Written authorization by a parent or guardian (see Form 5330 F1c).

( ) Home and emergency phone number(s) of any other person(s) to be notified if the parents are unavailable.

( ) Names of school personnel who have received training in administration of epinephrine by auto-injector to the individual student.

( ) Identification of places where the epinephrine is to be stored, following consideration of the need for storage at places where the student may be most at risk. The epinephrine may be stored at more than one (1) location or carried by the student when appropriate.

Consideration of the ways and places epinephrine can be stored so as to limit access to appropriate person, which shall not require the epinephrine to be kept under lock and key. Epi-pens will be available in the main office at each school building.

Plan for risk reduction for the student, including a plan for teaching self- management, where appropriate. When epinephrine is administered, there shall be immediate notification of the local emergency medical services system generally (911) followed by notification of the  administrator  school nurse  \_\_\_\_\_ **[other]**, the student's parents or, if the parents are not available, any other designated person(s), and the student's physician.