

JLCD ©
MEDICINES / ADMINISTERING
MEDICINES TO STUDENTS

**Staff Administration of Medication
to Students – In General**

When it is necessary for a student to take medicine during school hours, the District will cooperate with the health care practitioner and the **student's** parents/**legal guardians** if the following requirements are met:

- A. There must be a written order from the prescribing health care practitioner stating the name of the medicine, the dosage, and the time it is to be given.
- B. There must be written permission from the parent/legal guardian, or written authorization from the student if eighteen (18) years old, to allow the school or the student to administer the medicine. See JLCD-EA.
- C. The medicine must come to the school office in the prescription container or, if it is over-the-counter medication, in the original container with all warnings and directions intact.

**Staff Administration of Medication by
Students – Limited Circumstances**

Students are entitled to possess and self-administer medications under the following limited circumstances:

- A. ***Emergency Epinephrine*** – Students who have been diagnosed with anaphylaxis may carry and self-administer emergency medications including auto-injectable epinephrine provided the pupil's name is on the prescription label, on the medication container or device and annual written documentation from the student's parent/legal guardian is provided that authorizes possession and self-administration. The student shall notify the school office secretary as soon as practicable following the use of the medication.
- B. ***Handheld Inhalers*** – Students may possess and self-administer prescription medication for breathing disorders, handheld inhaler devices may be carried for self-administration provided the student's name must be on the prescription label, on the medication container, or on the handheld inhaler device and annual written documentation from the student's parent/legal guardian must be provided to the school health office that authorizes possession and self-administration.
- C. ***Diabetes Management*** – Students with diabetes who have a diabetes medical management plan provided by the student's parent/legal guardian, signed by a licensed health professional or nurse practitioner as specified by A.R.S. [15-344.01](#), may carry appropriate medications and monitoring equipment and self-administer the medication. Specific requirements of this policy are listed in Regulation JLCD-R.

**Emergency Administration of Medicines
by Trained Employees**

Auto-Injectable Epinephrine

If the Governing Board elects to stock auto-injectable epinephrine, the Governing Board directs the Superintendent to prescribe and enforce regulations and procedures for the emergency administration of auto-injectable epinephrine by a trained employee of the District pursuant to section A.R.S. [15-157](#) and [R7-2-809](#).

If auto-injectable epinephrine is in stock, the Superintendent shall designate at least two (2) school personnel for each school site who shall be required to receive annual training in the proper administration of auto-injectable epinephrine pursuant to [R7-2-809](#). The Superintendent shall maintain and make available upon request a list of those school personnel authorized and trained to administer auto-injectable epinephrine.

Inhalers

A trained school employee, or trained nurse under contract, may administer, or assist in the administration of, an inhaler to a pupil or an adult whom the individual believes in good faith to be exhibiting symptoms of respiratory distress while at school or a school-sponsored activity.

Naloxone Hydrochloride (NARCAN)

The Governing Board directs the Superintendent to prescribe and enforce regulations and procedures for the emergency administration of naloxone hydrochloride or any other opioid antagonist approved by the United States Food and Drug Administration by an employee of a school district pursuant to Section [36-2267](#).

Seizure Management Plans

The Superintendent shall create procedures to administer seizure management plans for students diagnosed with a seizure disorder. The procedures shall comply with A.R.S. [15-160.02](#). The District shall:

- A. Verify and accept student seizure management plans developed **signed** by student's **students'** parents/legal guardians and ~~physicians or nurse practitioners~~ **licensed health care providers**.
- B. Assign a nurse, employed or under contract, to review the plan. If no nurse is available, the Superintendent shall designate an employee to be responsible for reviewing seizure management and treatment plans.
- C. Confirm that nurses, and non-nurse staff required by statute, are trained as according to law.
- D. Require at least one (1) school official, in addition to the nurse, to meet the training requirements listed in [15-160.02](#)(H).
- E. Seizure management plans shall be submitted to the school health office or District office for review; a template for health plans can be found in Exhibit JLCD-EB.

Required Trainings

Training on Anaphylactic Shock

If the Governing Board elects to stock auto-injectable epinephrine, the Superintendent shall require ~~all school site~~ **health office** personnel to receive an annual training on the recognition of

anaphylactic shock symptoms and procedures to follow when anaphylactic shock occurs.

***Training on Recognition of Symptoms
of Respiratory Distress and
Administration of Inhalers***

If the Governing Board elects to administer inhalers, the Superintendent must designate at least two (2) personnel at each school site who shall be trained in the recognition of respiratory distress symptoms, the procedures to follow when respiratory distress occurs, and the administration of inhalers, as directed on the prescription protocol, [R7-2-810](#). The Superintendent must maintain and make available upon request a list of school personnel authorized to administer inhalers. The Superintendent will review and implement all the regulatory items listed in [R7-2-810](#), if applicable, as set forth in Regulation JLCD-R.

Training on Seizure Management Plans

The Superintendent will require that nurses, non-nurse staff listed in A.R.S. [15-160.02](#), and at least one (1) additional employee, be trained in the awareness of seizure disorders and/or the ability to administer or assist with the self-administration, where applicable, as implemented by the State Board of Education. Specific training requirements are listed in JLCD-R.

Termination of Medication Administration Policy

The District reserves the right, in accordance with procedures established by the Superintendent, to circumscribe or disallow the use or administration of any medication on school premises if the threat of abuse or misuse of the medicine may pose a risk of harm to a member or members of the student population.

Adopted: September 12, 2023

LEGAL REF.:

A.R.S.

[15-157](#)

[15-158](#)

[15-160.02](#)

[15-203](#)

[15-341](#)

[15-344](#)

[15-344.01](#)

[32-1601](#)

[32-1901](#)

[R7-2-809](#)

[R7-2-810](#)

REGULATION

**MEDICINES / ADMINISTERING
MEDICINES TO STUDENTS**

(Medication Procedures)

Prescription Drugs

For occasions when it is necessary for a student to receive a prescription drug during the school day, the following procedure has been established to ensure the protection of the school and the student and to assure compliance with existing rules and regulations:

Administration by school personnel:

- A. The medication must be prescribed by a physician an appropriately licensed health care provider, such as a licensed physician, nurse practitioner, and/or a physician assistant.
- B. The parent/legal guardian must provide written permission to administer the medicine to the student. Appropriate forms are available from the school office.
- C. The medication must come to the school office in the prescription container as put up by the pharmacist. Written directions from the physician appropriately licensed health care provider or pharmacist must state the name of the patient, the name of the medicine, the dosage, and the time it is to be given.
- D. An administrator may designate a school employee to administer the medication.
- E. Any medication administration services specified in the child's diabetes medical management plan shall be provided.
- F. Two (2) or more school employees, subject to final approval by the student's parent/legal guardian, may volunteer to serve as diabetes care assistants. Voluntary diabetes care assistants are allowed to administer insulin, assist the pupil with self-administration of insulin, administer glucagon in an emergency situation to a pupil or perform any combination of these actions if all of the following conditions exist:
 - 1. A school nurse or another health professional who is licensed pursuant to statute or a nurse practitioner who is licensed pursuant to statute is not immediately available to attend to the pupil at the time of the emergency.
 - 2. If the voluntary diabetes care assistant is authorized to administer glucagon, the parent/legal guardian must provide to the school an unexpired glucagon kit prescribed for the student by an appropriately licensed health care professional or nurse practitioner.

3. The volunteer diabetes care assistant has provided to the school a written statement signed by an appropriately licensed health professional that the voluntary diabetes care assistant has received proper training in the administration of glucagon, including the training specified in A.R.S. [15-344.01](#).

4. If the voluntary diabetes care assistant is authorized to administer insulin, the parent/legal guardian of the pupil has provided insulin and all equipment and supplies that are necessary for insulin administration by voluntary diabetes care assistants.

5. The training provided by an appropriately licensed health professional must include all of the following:

- a. An overview of all types of diabetes.
- b. The symptoms and treatment of hyperglycemia and hypoglycemia.
- c. Techniques for determining the proper dose of insulin in a specific situation based on instructions provided in the orders submitted by the pupil's physician.
- d. Techniques for recognizing the symptoms that require the administration of glucagon.
- e. Techniques on administering glucagon.

6. A District employee shall not be subject to any penalty or disciplinary action for refusing to serve as a voluntary diabetes care assistant.

7. The District, employees of the District, and properly licensed volunteer health professionals and nurse practitioners are immune from civil liability for the consequences of the good faith adoption and implementation of policies and procedures pursuant to District policy and this regulation.

G. Each administration of prescription drugs must be documented, making a record of the student having received the medication.

H. Drugs must be kept in their original containers in a locked medicine cabinet.

Self-administration:

A. When the ~~physician~~ **appropriately licensed health care provider** thinks that it is necessary for the student to carry and self-administer the medication, ~~the physician~~ **they** shall provide written recommendations, to be attached to the signed parent/legal guardian permission form except in the case of medication for diagnosed anaphylaxis and breathing disorders requiring handheld inhaler devices. In these cases, the student's name on the prescription label is sufficient for the ~~physician's~~ recommendation.

B. The student's diabetes medical management plan provided by the parent/legal guardian shall be signed by the appropriately licensed health professional or nurse practitioner and shall state that the student is capable of self-monitoring blood glucose and shall list the medications, monitoring equipment, and nutritional needs that are medically appropriate for the pupil to self-administer and that have been prescribed or authorized for that student. The student must be able to practice proper safety precautions for the handling

and disposal of the equipment and medications that the student is authorized to use under these provisions. The pupil's diabetes medical management plan shall specify a method to dispose of equipment and medications in a manner agreed on by the parent/legal guardian and the school.

C. The parent/legal guardian must provide written permission for the student to self-administer and carry the medication. Appropriate forms are available from the school office.

D. The medication must come in the prescription container as put up by the pharmacist.

Over-the-Counter Medication

When it is necessary for a student to receive a medicine that does not require a prescription order but is sold, offered, promoted, and advertised to the general public, the following procedure has been established to ensure the protection of the school and the student:

Administration by school personnel:

A. Written permission must be provided by the parent/legal guardian for the administration of specific over-the-counter drugs.

B. Any over-the-counter drug or medicine sent by the parent/legal guardian to be administered to a student must come to the school office in the original manufacturer's packaging with all directions, dosages, compound contents, and proportions clearly marked.

C. An administrator may designate a school employee to administer a specific over-the-counter drug.

D. Each instance of administration of an over-the-counter drug must be documented in a daily log.

E. Over-the-counter drugs must be kept in their original containers in a locked medicine cabinet.

Self-administration:

A. Written permission must be provided by the parent/legal guardian for the administration of specific over-the-counter drugs by the student.

B. Over-the-counter drugs or medicine sent by the parent/legal guardian to be administered by the student must be kept by the student in the original manufacturer's packaging, with all directions, dosages, compound contents, and proportions clearly marked.

C. *Necessity* for self-administration of an over-the-counter drug or medicine shall be determined by the student's physician and must be verified by a signed physician's statement attached to the parent/legal guardian permission form, indicating the specific drug or medicine.

Protection of Students

Use or administration of medication on school premises may be disallowed or strictly limited if it

is determined by the Superintendent, in consultation with medical personnel, that a threat of abuse or misuse of the medicine may pose a risk of harm to a member of the student population.

The student shall take extraordinary precautions to keep secure any medication or drug, and under no circumstances shall make available, provide, or give the item to another person. The student shall immediately report the loss or theft of any medication brought onto school campus. Violation of this regulation may subject the student to disciplinary action.

Inhalers

Administration by school personnel:

School personnel administering inhalers will do the following:

- A. Determine if symptoms indicate possible respiratory distress or emergency and determine if the use of an inhaler will properly address the respiratory distress or emergency.
- B. Administer the correct dose of inhaler medication, as directed by the prescription protocol, regardless of whether the individual who is believed to be experiencing respiratory distress has a prescription for an inhaler and spacer or holding chamber or has been previously diagnosed with a condition requiring an inhaler.
- C. Restrict physical activity, encourage slow breaths, and allow the individual to rest.
- D. Assure that trained personnel stay with the subject who has been administered inhaler medication until it is determined whether the medication alleviates symptoms.
- E. If applicable, instruct office staff to notify the school nurse if the inhaler is administered by a trained but non-licensed person.
- F. Instruct school staff to notify the parent/legal guardian.
- G. Call 911 if severe respiratory distress continues. Advise that inhaler medication was administered and stay with the person until emergency medical responders arrive.
- H. If the individual shows improvement, keep the individual under supervision until breathing returns to normal, with no more chest tightness or shortness of breath, and the individual can walk and talk easily.
- I. Allow a student to return to class if breathing has returned to normal and all symptoms have resolved.
- J. Notify a parent/legal guardian once the inhaler has been administered and the student has returned to class.
- K. Document the incident detailing who administered the inhaler, the approximate time of the incident, notifications made to the school administration, emergency responders, and parents/legal guardians.
- L. Retain the incident data on file at the school pursuant to the general records retention schedule regarding health records for school districts and charter schools established by the Arizona State Library, Archives and Public Records.

M. Order replacement inhalers, spacers and holding chambers as needed.

Seizure Management Plans

The School District will verify and accept student seizure management plans as follows:

- A. Before or at the beginning of the school year, at enrollment, or as soon as practicable following diagnosis of the student's seizure disorder.
- B. The school will annually request up-to-date management plans from parents/legal guardians.

The District will not accept seizure management plans unless the plan includes the following:

- A. An outline of procedures recommended by the ~~physician or registered nurse practitioner~~ **appropriately licensed health care provider** responsible for the student's seizure treatment plan.
- B. An outline of other health care services available at school that the student may receive to help manage the student's seizure disorder at school.
- C. A signature by the student's parent/legal guardian *AND* the ~~physician or registered nurse practitioner~~ **appropriately licensed health care provider** responsible for the student's seizure treatment.

Seizure management plans must be provided to the school health office.

Individuals Who Must be Trained

The following individuals must receive statutorily required training approved by the State Board of Education and available here: <https://azsbe.az.gov/resources/seizure-training>.

Nurses, under contract or employed by the school:

If they receive a seizure management and treatment plan, they must complete an online course of instruction for school nurses regarding managing students with seizure disorders.

Nurses and at least one (1) other school employee:

Training to administer or assist with the self-administration of both 1) as seizure rescue medication or a medication prescribed to treat seizure disorder symptoms; and 2), a manual dose of prescribed electrical stimulation using a vagus nerve stimulator magnet.

Principals, guidance counselors, teachers, bus drivers or classroom aides whose duties include regular contact with students who have submitted a seizure management and treatment plan:

An online course of instruction for school personnel regarding awareness of students with seizure disorders.

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EXHIBIT

**MEDICINES / ADMINISTERING
MEDICINES TO STUDENTS**

MEDICATION ADMINISTRATION FORM

To access the Medication Administration Form, [click here](#).

Medication Administration Consent Form

Student's Name	Date of Birth	School	Grade

When it is essential to a student's health that medication - prescription or over-the-counter (OTC) - be taken during school hours:

- Medication Administration Consent Form must be completed.
- There must be a prescription from a licensed medical provider stating the name of the patient, name of the medication, dosage and time to be given on the bottle.
- Medication must be in the original, non-expired, prescription or OTC container, and FDA approved.
- **If medication is over-the-counter (OTC) there must be a medical provider co-signature on this Medication Administration Consent Form.**
- Parents/legal guardians must hand deliver medications to the school health office.
- Supervision of medication administration protocol is managed by a registered nurse. In the nurse's absence, medication will be administered by a district employee designated by the principal, who is usually the health assistant or office secretary.
- Students may NOT carry any medications on campus other than epinephrine, rescue inhalers, or diabetic medication/supplies with written parent permission.
- Forms for students to carry and self-administer epinephrine auto-injectors and rescue inhalers are available from the health office and on the District Website under Health Services.

Medication	
Dosage	
Expiration Date	
Reason for Medication	
Time to be Given	
Prescriber's Name	

Parent/Legal Guardian Signature: _____ Date: _____

Licensed health care provider's signature authorizes administration by the school nurse or principal designee of the above OTC medication in the dosage, route, and frequency indicated above.

Health Care Provider Name Printed: _____ Phone: _____

Health Care Provider Signature: _____ Fax: _____

Date medication returned to Parent/Legal Guardian	Amount returned	Parent/Legal Guardian Signature	RN/HA initials

Initial Amount of Medication Received: _____ Date: _____

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EXHIBIT

**MEDICINES / ADMINISTERING
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MEDICATION ADMINISTRATION FORM

To access the Seizure Action Plan form, [click here](#)

SEIZURE ACTION PLAN

School:		Year:
Student Name:	Date of Birth:	Grade:
Type of Seizure:	Triggers/Warning Signs:	

The student:

- ☐ has a vagus nerve stimulator.
- ☐ needs to leave the classroom after a seizure.

DURING the seizure:

- Note the time the seizure begins and ends.
- Stay with the student.
- Lay the student on their side.
- Do NOT put anything in the student's mouth.
- Do NOT restrain the student.
- Put something soft under their head for protection.
- Keep the student safe: remove sharp objects, clear area of chairs, table, etc.
- Loosen any tight clothing.
- Call for the School Nurse or Health Assistant at _____
- Notify parent/guardian NAME: _____ Phone: _____
- Administer emergency medication: _____

AFTER the seizure:

- Stay with the student until they are awake and alert.
- Provide comfort and reassurance.
- Allow the student to return to normal activities if allowed by the parent/guardian or follow parent/guardian instructions.

CALL 911 when:

- ★ Convulsive (tonic-clonic) seizures last longer than **5 minutes**.
- ★ Student has repeated seizures without regaining consciousness.
- ★ Student is injured or has diabetes.
- ★ Student has a first-time seizure.
- ★ Student has breathing difficulties.
- ★ Indicated by parent/guardian.

This is confidential information. Under FERPA law, each staff member with this information has the responsibility to prevent inadvertent disclosure and store protected health information in a secure location. Please contact the School Nurse if you have any questions. This Individualized Health Plan provides for routine accommodations that the Catalina Foothills School District makes available to any student who needs such routine accommodations. This IHP is separate and does not require a 504 plan or Individualized Education Plan (IEP) to accompany it.

Signatures

Parent/Legal Guardian		Date:	
Health Care Provider		Date:	
School Nurse		Date:	