

AR 5141.21 ADMINISTERING MEDICATION

Before a designated employee administers any prescribed or non-prescribed medication to any student during school hours, the district shall have received:

1. A written statement from the student's physician or pharmacy label detailing the prescribed method, amount and time schedules by which the medication is to be taken, and
2. A written statement from the student's parent/guardian requesting the district to assist the student in taking the medication as prescribed by the physician.

Medication shall be in a properly labeled pharmacy bottle containing the name and telephone number of the pharmacy, the student's identification, name of the physician, and dosage of the medication to be given. The designated employee shall be responsible for the medication at school and shall administer it in accordance with the physician's indicated dosage schedule.

All medications must be delivered to the school by the parent/guardian or his/her adult representative. The appropriate Medication Authorization Form must be completed by the parent/guardian (and prescribing medical professional if noted) prior to any medication being administered by any district employee. Over the Counter Medication Authorizations must be completed annually.

The designated employee shall maintain a list of students needing medication during school hours, including the type of medication, times, and dosage. This list will be kept in the principal's and/or school nurse's office and shall be reviewed and updated periodically.

The designated employee shall maintain a log recording the student's name and the time and date when medications were given.

All medication shall be kept in a locked drawer or cabinet.

All designated employees and one administrator from each school must complete the Alaska Department of Education and Early Development's Medication Administration Training annually.

Anaphylactic Injections

1. Parents/guardians of students who may require emergency anaphylactic injections shall provide explicit written permission for authorized staff to administer such injections.
2. Each year, school employees designated by the principal shall receive training in

administering anaphylactic injections. Qualified medical personnel shall provide this training.

3. The principal or designee shall schedule inservice meetings to:
 - a. Familiarize authorized staff with the prescribed medications and their location.
 - b. Ensure that authorized staff are competent to administer anaphylactic injections.
 - c. Train all school personnel to recognize the symptoms of anaphylactic reactions.

Physicians and parents/guardians of students who may require anaphylactic injections may be invited to attend these meetings.

4. The principal or designee shall prepare a list naming the students who may need emergency anaphylactic injections. This list shall be posted in the school health office, given to all concerned staff, and updated annually.
5. All medication for injections shall be labeled with the student's name, medicine name, and expiration date. All medication shall be kept in a locked drawer or cabinet.
6. The parents/guardians of students who carry their own kits for the purpose of anaphylactic injections shall so inform the principal or designee, who shall prepare a list naming these students, post it in the school health office, give it to concerned staff.
7. The principal or designee shall post in the school health office a list of symptoms usually associated with anaphylactic reactions and a clear, specific procedure for administering injections in case of emergency. If authorized staff are not available at the time of an emergency, this written procedure will be followed by anyone who must administer the injection in order to save a life.

Asthma Inhalers

1. The parents/guardians of students who may require an asthma inhaler shall provide express written permission for the student to carry the asthma inhaler and to self-administer the medication. This authorization must verify that the student has sufficient knowledge and training to recognize the need for medication and how to administer the medication.
2. The principal or designee shall prepare a list of students authorized to carry asthma inhalers and to self-administer asthma medication. The list shall be posted in the school health office, given to all concerned staff, and updated annually.
3. All inhalers shall be clearly labeled with the student's name, medicine name, and expiration date.

4. The student shall report each use of the asthma inhaler to his/her teacher/principal/school health office so that a record of administration may be kept.
5. Students are not permitted to share inhaler medication with any other student. Doing so will result in disciplinary action, up to and including, suspension or expulsion.

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Adopted: June 10, 2003

Nome Public Schools