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

1. A written statement from the student's ~~physician~~ health care provider 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~~ health care provider.

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~~ health care provider, 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~~ health care provider's indicated dosage schedule.

Note: The following optional paragraph may be used to prevent the possibility of a student switching the medication with a controlled substance.

All medications must be delivered to the school by the parent/guardian or his/her adult representative.

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.

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.

ADMINISTERING MEDICATION (continued) AR 5141.21(b)

Health care provider ~~Physician~~ 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. It shall be stored in a locked cabinet with easy access by authorized staff.

6. 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.

Self-Administration of Anaphylactic Injections (EpiPen) and Asthma Inhalers

1. Students will be permitted to carry and self-administer asthma and anaphylaxis medication if the parents/guardians provide the school with the following:

   a. written authorization from a parent or legal guardian for the self-administration of the medication.

   b. written certification from a student's health care provider that the student: (1) has asthma or a condition that may lead to anaphylaxis; and (2) has received instruction in the proper method of self-administration of the medication; and (3) has demonstrated to the health care provider the skill level necessary to use the medication and any device that is necessary to administer the medication as prescribed.

   c. an Asthma and/or Allergy/Anaphylaxis Action Plan (written treatment plan) signed by the student's health care provider.

   d. a release of liability for the school and its employees or agents for injury arising from self-administration.

   e. an agreement to indemnify and hold harmless the school and its employees for claims arising from self-administration.

2. All of the information identified in number 1 above must be updated annually.

3. Schools shall provide a written notice to the student's parents or guardians of the school's absence of liability related to the self-administration of medication according to the law.

ADMINISTERING MEDICATION (continued) AR 5141.21(c)

4. The principal or designee shall prepare a list of students authorized to carry and self-administer medication. The list shall be posted in the school health office, given to all concerned staff, and updated annually.

5. All inhalers and injection kits shall be clearly labeled with the student's name, medicine name, and expiration date.

6. The student shall report each use of the asthma inhaler or anaphylactic injection to [his or her teacher/principal/school health office] so that a record of administration may be kept.

7. Students are not permitted to misuse an inhaler or EpiPen in any way, including sharing the medication with another student, or sticking or spraying it at anyone. Doing so will result in disciplinary action, up to and including, suspension or expulsion. Disciplinary action will not limit the student's immediate access to the prescribed medication.

Revised 2/2006
11/2026