

Soda Springs School District No. 150 recognizes that students attending the schools in this district may be required to take medication while at school or school sponsored activities, either on a short-term or daily basis. If requested in writing by the parent/guardian, the school will provide an appropriate place for storing the medication and will supervise the dispensing of the medication.

### **DEFINITIONS**

For the purposes of this policy, the following definitions shall apply:

“Medication” means an epinephrine auto-injector, a metered-dose inhaler or a dry powder inhaler or insulin prescribed by a physician and having an individual label.

“Self-administration” means a student’s use of medication or of blood glucose monitoring supplies pursuant to prescription or written direction from a physician.

### **SELF-ADMINISTRATION OF MEDICATION**

1. Any student for whom a physician or other authorized medical professional has prescribed 1) a metered-dose inhaler or dry powder inhaler for treatment of asthma or other potentially life-threatening respiratory illness, 2) an epinephrine auto-injector for severe allergic reaction (anaphylaxis), 3) insulin, or 4) blood glucose monitoring supplies will be permitted to self-administer such medication, as prescribed by a physician during the school day and at school-sponsored activities.
2. A student who is permitted to self-administer medication consistent with this policy is permitted to possess and use a prescribed inhaler, epinephrine auto-injector, insulin, or blood glucose monitoring supplies at all times as prescribed by their physician during the school day and at school-sponsored activities.
3. When a student is unable to self-administer medication, school personnel who have been trained by the school nurse may administer requested medication. The certified school nurse, in consultation with the physician, has the final decision-making authority with respect to delegating administration of medications. School personnel who have been trained by the school nurse may administer requested medication, as determined appropriate.
4. The student’s parent/guardian must annually notify, in writing, that the student will be self-administering the medication.
5. The student’s parent/guardian must provide annually a current treatment plan from the student’s health care provider identifying the medication; dosage; symptoms, time lapse, or exposure that will necessitate administering the medication; frequency of use; and potential side effects.

6. The parent/guardian is responsible for notifying the district of any changes to the student's medical condition that would impact the self-administration of medication.
7. A student who is self-administering medication consistent with this policy may be required to maintain a current duplicate of the prescription medication or blood glucose monitoring supplies with the school nurse or the school administrator.
8. If a student requires blood glucose testing or insulin injections during the school day or at school-sponsored activities, the following policy applies: Students with diabetes may self-administer blood glucose testing and insulin injections as prescribed by their physician. In practicing self-administration, students are required to practice universal precautions for the disposal of waste.
9. Parent/guardian of the student shall sign a statement acknowledging that the District shall incur no liability and that the parent/guardian shall indemnify and hold harmless the District and its employees or agents against any claims as a result of any injury arising from the self-administration of medication by the student.
10. **UNIVERSAL PRECAUTIONS:** Universal precautions for the disposal of waste will be posted in the school and students and staff are required to comply with the guidelines. Any accidental pricks or punctures must be reported and appropriate medical response accessed.

#### **OTHER PRESCRIPTION MEDICATIONS**

1. No employee except a qualified health care professional may administer a drug to a student under this section except in an emergency.

#### **NON-PRESCRIPTION (OVER-THE-COUNTER) MEDICATIONS**

1. The parent/guardian must request in writing that non-prescription medication be given during school hours. Specific directions for administering the medication and the parent's/guardian's signature must be received before any medication will be given to the student.
2. The medication must be in the original container and the student's name and directions for administering the medication must be written on the container.
3. Non-prescription medications, such as aspirin or Tylenol, will not be provided to students. Students must supply their own non-prescription medications.

#### **HANDLING AND STORAGE OF MEDICINES**

1. The parent/guardian must submit a written request to the school if he or she wants the school to store and/or administer the medication. Herbal medications shall not be stored or administered.

2. The medication must be in its original container.
3. The student's name, prescription number, prescribing doctor, and directions for administering the medication must be clearly set forth on the container. Medications, which are not properly labeled, will not be administered.
4. Except as provided in this policy for self-administering medications, all medications shall be stored and locked in a specific location not accessible to students. Only designated personnel shall have access to the medication. Medication, which needs to be accessible to the student, will be stored in an appropriate location per student's needs.
5. Parent/guardian shall be asked to pick up any medication that remains at school at the end of the school year or upon dismissal of the student.
6. Any medications that are expired and/or remain at school after the student has been dismissed will be disposed of in a safe and proper manner after 30 days.

**ADDITIONAL GUIDELINES**

1. Generally, medications should be dispensed to students before and/or after school hours under the supervision of the parent/guardian. Medications should only be dispensed at school when necessary to meet the health needs of the student.
2. Parents/guardians are responsible for notifying the school, in writing, that the student requires medication on a regular or emergency basis, and supplying the medications and instructions for dispensing the medications.
3. The district may require that the student's health care provider annually submit a current treatment plan, identifying the medication, dosage, frequency of use, and side effects. The parent may be requested to sign a release to allow district staff to communicate with the health care provider.
4. The student's need for medication will be reviewed by the school nurse or designee, and a student health plan and/or a Section 504 Accommodation Plan will be developed, if determined necessary.
5. The designee who dispenses medication to students will maintain a log of all medications dispensed.
6. All medications that are not self-administered will be kept in a secured area in the school office or nurse's room.
7. It is the student's responsibility to come to the office at the appropriate time to take his or her medication, unless the student's plan states otherwise.

8. No medications, prescription or non-prescription, will be dispensed by a teacher, secretary, or other personnel to a student without written permission from the student’s parent/guardian.
9. Any medication that a student must have in case of emergency will be kept in an easily accessible location.
10. The parent/guardian is expected to provide an adequate supply of the medication to be dispensed, and to retrieve any unused medication at the end of the school year or at the withdrawal of the student. Medication that is not retrieved by the parent/guardian by the student’s last day of attendance during the school year will be disposed of by the district.

**EMERGENCY ADMINISTRATION OF MEDICINES**

In an emergency situation, such as anaphylactic reaction or the risk of such reaction, the school nurse or properly trained designee may administer emergency medication to any student in need thereof while at school or school sponsored activities.

**LIMITATION OF LIABILITY**

No District policy or guidelines shall be interpreted to limit or detract from the immunities and other limitations on liability available under the law to nurses and other persons who engage in or assist with the administration of medication to students.



**LEGAL REFERENCE:**

Idaho Code Sections

33-506(1) – Organization and Government of Board of Trustees

33-520 – Policy Governing Medical Inhalers, Epinephrine Auto-Injectors, Insulin and Blood Glucose Monitoring Supplies

54-1401 – Purpose – License Required – Representation to the Public

**ADOPTED: April 20, 2016**

**AMENDED: October 22, 2014; September 14, 2016, January 17, 2017**