

Three Rivers School District

8550 New Hope Rd • PO Box 160 • Murphy, OR 97533

Policy: JHCD - AR
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Readopted: XX/XX/XX

ADMINISTERING NONINJECTABLE MEDICINES TO STUDENTS

Students may, subject to the provisions of this regulation, have noninjectable prescription or nonprescription medication administered by designated, trained staff. Self-medication by students will also be permitted in accordance with this regulation.

1. Definitions

- a. "Prescription medication" means any noninjectable drug, chemical compound, suspension or preparation in suitable form for use as a curative or remedial substance taken either internally or externally by a student under the written direction of a physician. Prescription medication does not include dietary food supplements.
- b. "Nonprescription medication" means only commercially prepared, non-alcohol based medications to be taken at school that is necessary for the student to remain in school. This shall be limited to eye, nose and cough drops; cough suppressants; analgesics; decongestants; antihistamines; topical antibiotics; anti-inflammatories and antacids that do not require written or oral instructions from a physician. Nonprescription medication does not include dietary food supplements.
- c. "Physician" means a doctor of medicine or osteopathy, a physician assistant licensed to practice by the Board of Medical Examiners for the state of Oregon, a nurse practitioner with prescriptive authority licensed but the Oregon State Board of Nursing, a dentist licensed by the Board of Dentistry for the state of Oregon, an optometrist licensed by the Board of Optometry for the state of Oregon or naturopathic physician licensed by the Board of Naturopathy for the state of Oregon. "Physician" also may include individuals licensed in the categories set out above by comparable licensing agencies in adjoining states.
- d. "Student self-medication" means a student must be able to administer medication to himself/herself without requiring a trained school staff member to assist in the administration of the medication.
- e. "Age-appropriate guidelines" means the student must be able to demonstrate the ability, developmentally and behaviorally, to self-medicate with permission from parent (guardian), building administrator, and in the case of a prescription medication, a physician.
- f. "Training" means yearly instruction, by a qualified trainer, to be provided to designated school staff on the administration of prescription and nonprescription medication, based on requirements set out in guidelines approved by the Oregon Department of Education (ODE), including discussion of applicable district policies, procedures and materials.
- g. "Qualified trainer" means a person who is familiar with the delivery of health services in school setting and who is a registered nurse licensed by the Oregon State Board of Nursing, a physician, or a pharmacist licensed by the State Board of Pharmacy for the State of Oregon.

2. Designated School Staff/Training

- a. The building principal will designate trained staff authorized to administer medication to students within individual school buildings and while participating at school-sponsored activities on or off district property. The building principal will ensure building and activity practices and procedures are consistent with the requirement of law, rules and this regulation.
- b. The building principal will ensure the training required by law and Oregon Administrative Rules is provided. Training may be conducted by any physician licensed by the state of

Oregon, a nurse licensed by the Board of Nursing of the state of Oregon or by others as deemed appropriate by the district in accordance with training program guidelines recognized by the ODE.

- c. Training will provide an overview of applicable provisions of Oregon law, administrative rules, district policy and administrative regulations and include, but not be limited to, the following: safe storage, handling, monitoring medication supplies, disposing of medications, record keeping and reporting of medication administration and errors in administration, emergency medical response for life-threatening side effects and allergic reactions and student confidentiality. Materials as recommended and/or approved by the ODE will be used.
- d. Training will be provided yearly to designated staff authorized to administer medication to students.
- e. A copy of the district's policy and administrative regulation will be provided to all school staff authorized to administer medication to students and others, as appropriate.
- f. A statement that the designated staff member has received the required training will be signed by the staff member and filed in the district office.

3. Administering Medications to Students

Requests for designated staff to administer medication to students may be approved by the district as follows:

- a. A written request for the district to administer prescription medication must be submitted to the school office to include:

- 1. The written signed permission of the parent;
- 2. The written instruction from the physician for the administration of the prescription medication to the student including:
 - i. Name of the student;
 - ii. Name of the medication;
 - iii. Dosage;
 - iv. Route;
 - v. Frequency of administration; and
 - vi. Other special instruction, if any.

The prescription label will be considered to meet this requirement if it contains the information listed in (a)-(f) above.

- b. A written request for the district to administer nonprescription medication must be submitted to the school office to include:

- 1. The written signed permission of the parent;
- 2. The written instruction from the parent for the administration of the nonprescription medication to the student including:
 - i. Name of the student;
 - ii. Name of the medication;
 - iii. Dosage;
 - iv. Route;
 - v. Frequency of administration
 - vi. Other special instructions, if any

- c. Medication is to be submitted in its original container;
- d. Medication is to be brought to and picked up from the school by the parent;
- e. It is the parent's responsibility to ensure that an adequate amount of medication is on hand at the school for the duration of the student's need to take medication;

- f. It is the parent's responsibility to ensure that the school is informed in writing of any changes in medication instructions;
- g. In the event a student refuses medication, the parent will be notified immediately. No attempt will be made to administer medication to a student who refuses district-administered medication;
- h. Any error in administration of medication will be reported to the parent immediately and documentation made on the district's Accident/Incident Report form. Errors include, but are not limited to, administering medication to the wrong student, administering the wrong medication, dose, time, etc;
- i. Medication shall not be administered or self-medication allowed until the necessary permission form and written instructions have been submitted as required by the district.

4. Self Medication

- a. Self-medication of prescription and nonprescription medication may be allowed subject to the following:
 - (1) A parent (guardian) permission form must be submitted for self-medication of all prescription and nonprescription medications. In the case of prescription medications, permission from the physician or other health care professional is also required. Such permission may be indicated on the prescription label. A written treatment plan from a licensed health care professional for the managing of student's asthma and/or severe allergy will be required for use of medication by the student during school hours. Principal permission is required for all self-medication requests;
 - (2) Students who are developmentally and/or behaviorally unable to self-medicate will be provided assistance by designated school staff. A permission form and written instructions will be required as provided in Section 3. a. and b. above;
 - (3) All prescription and nonprescription medication must be kept in its appropriately labeled, original container, as follows:
 - a. Prescription labels must specify the name of the student, name of the medication, dosage, route and frequency or time of administration and any other special instruction including student permission to self-medicate;
Nonprescription medication must have the student's name affixed to the original container.
 - (4) The student may have in his/her possession only the amount of medication needed for that school day;
 - (5) Sharing and/or borrowing of medication with another student is strictly prohibited; Any medication required for use longer than (10) school days, except for manufacture's packaging that contains multiple dosage, the student may carry one package, such as but not limited to bronchodilators/inhalers;
 - (6) Any medication required for use longer than (10) school days will be permitted only upon the written request of the parent.

Permission to self-medicate may be revoked if the student violates the Board's policy governing Administering Noninjectable Medicines to Students and/or these regulations. Additionally, students may be subject to discipline, up to and including expulsion, as appropriate.

5. Handling, Storage, Monitoring Medication Supplies

- a. Medication administered by designated staff must be delivered by the parent to the school, in its original container, accompanied by the permission form and written instructions, as required above.
- b. Medication in capsule or tablet form and categorized as a sedative, stimulant, anticonvulsant, narcotic analgesic or psychotropic medication will be counted by designated staff in the presence of another district employee upon receipt, documented in the student's medication log and routinely monitored during storage and administration. Discrepancies will be reported to the building principal immediately and documented in the student's medication log. For such medication not in capsule or tablet form, standard measuring and monitoring procedures will apply.
- c. Designated staff will follow the written instructions of the physician and parent and training guidelines as may be recommended by ODE for administering all forms of noninjectable medications.
- d. Medication will be secured as follows:
 1. Nonrefrigerated medications will be stored in a locked cabinet, drawer or box used solely for the storage of medication;
 2. Medications requiring refrigeration will be stored in a locked box in a refrigerator separate refrigerator used solely for the storage of medication;
 3. Access to medication storage keys will be limited to the building principal and designated school staff.
- e. Designated staff will be responsible for monitoring all medication supplies and for ensuring medication is secure at all times, not left unattended after administering and that the medication container is properly sealed and returned to storage.
- f. In the event medication is running low or an inadequate dosage is on hand to administer the medication, the designated staff will notify the parent immediately.

6. Emergency Response

- a. Designated staff will notify 911 or other appropriate emergency medical response systems and administer first aid, as necessary, in the event of life-threatening side effects that result from district-administered medication or from student self-medication. The parent and building principal will be notified immediately.
- b. Minor adverse reactions that result from district-administered or from student self-medication will be reported to the parent immediately.

7. Disposal of Medications

- a. Medications not picked up by the parent at the end of the school year or within five school days of the end of the medication period, whichever is earlier, will be disposed of by designated school staff in a nonrecoverable fashion as follows:
 1. Medications from tablets , capsules, or liquids form can be disposed of in one the following manners:
 - tablets (crushed), capsule contents (which have been emptied from gelatin capsule), and liquid form: can added into either dry cat litter, or coffee grounds. The medication is to be mixed well into the disposal medium, and then placed into a plastic bag and put into the garbage, or...
 - tablets and/or the contents of capsules can remain in their original bottle, and the bottle can be filled with rubbing alcohol. When the tablets or capsule contents have dissolved in the alcohol, the entire bottle can be placed in the garbage.

2. Other medication will be disposed of in accordance with established training procedures, including sharps and glass.

b. All medication will be disposed of by designated staff in the presence of another school employee and documented as described in 8. a., below.

8. Documentation and Record Keeping

a. A medication log will be maintained for each student-administered medication by the district. The medication log will include, but not be limited to:

1. The name, and dose of medication administered, date, time of administration and name of the person administering the medication;
2. Student refusals of medication;
3. Errors in administration of medication¹;
4. Emergency and minor adverse reaction incidents¹;
5. Discrepancies in medication supply;
6. Disposal of medication including date, quantity, manner in which the medication was destroyed and the signature of the staff involved.

¹Designated school staff may note incident by symbol in medication log and attach detailed documentation as necessary.

- b. All records relating to administration of medicines, including permission slips and written instructions will be maintained in a separate medical file apart from the student's education records file unless otherwise related to the student's educational placement and/or individualized education program. Records will be retained in accordance with applicable provisions of OAR 166-414-0010 (22), (23), and (24).
- c. Student medical files will be kept confidential. Access shall be limited to those designated school staff authorized to administer medication to students, the student and his/her parents. Information may be shared with staff with a legitimate educational interest in the student or others as may be authorized by the parent in writing.

A school administrator, teacher or other district employee designated by the school administrator is not liable in a criminal action or for civil damages as a result of the administration of prescription and/or non-prescription medication as per ORS 339.870.