

ADMINISTRATIVE PROCEDURE

JGCD

STUDENTS MEDICATIONS

FEBRUARY 2003

I. Introduction

It will be an ongoing objective to promote cooperation between the home and Livonia Public Schools concerning student medication. The following definition of "medication" is adopted for use in this district: medication includes prescription, non-prescription and herbal medications, and includes those taken by mouth, by inhaler, those that are injectable, and those applied as drops to eyes, nose, or medications applied to the skin. While medications may be necessary and may be prescribed at intervals during the day, whenever possible the administration of medication should be adjusted to avoid the necessity of administration during school hours.

II. Parental Responsibilities and Procedures to be Followed for Administration of Medication During School Hours

- A. A letter (Appendix A), which states procedures to be followed, and an authorization form for administering medication during school hours by school personnel (Appendix B) will be provided.
- B. The authorization form (Appendix B) is to be completed by the student's physician and parent or guardian and returned to the appropriate school office before administration of medication by school personnel occurs.
- C. Parental or guardian permission and a physician's authorization/instructions for administration shall be renewed at the beginning of each school year.
- D. It will be the student's responsibility to make contact with the designated staff member for the administration of medication unless other arrangements have been agreed to by a school administrator.
- E. "As needed" medication requires a physician's statement specifying dosage limits.
- F. All medications to be administered at school must be in an original appropriately labeled container. (Must specify student name, medication name, frequency and dosage to be given.) The medication should be provided in the exact dosage prescribed so that the individual administering medications is not responsible for dividing/splitting pills.
- G. Both prescription and nonprescription medications require a completed physician and parental/guardian authorization form.

- H. It may be necessary and appropriate for a parent or guardian to administer medication to his/her child. The parent or guardian is requested to contact the appropriate school office to make arrangements as necessary.
- I. All medications which are brought to school must immediately be turned in to the school office by the parent or guardian, with the exception of medications addressed in section IV of these procedures.
- J. Individual exceptions to these procedures must be approved by the building administrator.

III. School Responsibilities and Procedures to be Followed for Administration of Medication During School Hours

- A. Parental/guardian letter (Appendix A) and authorization form for administering medication during school hours by school personnel (Appendix B) will be available to parents and guardians.
- B. The authorization form for administering medication during school hours by school personnel (Appendix B) will be returned to the school office and contains directions for its maintenance and storage.
- C. An individual record of administration of medication during school hours by school personnel, Student Medication Log (Appendix C), will be maintained. The log should be initiated at the beginning of each school year or when the medication begins.
- D. A school employee, designated by the school administrator, shall administer medication to a student in the presence of another adult, except when an emergency threatens the life or health of the student.
- E. The building principal will be responsible for determining a secure location for the storage of medication. Emergency medications may be stored in a readily accessible location.
- F. All controlled-substance medications (Defined as drugs regulated by the Federal Controlled Substances Acts, including opiates, depressants, stimulants, and hallucinogens) will be counted and recorded upon receipt with the parent/guardian.
- G. When it is necessary for a student to have medication administered while on a school-sponsored field trip or off-site activity, the individual designated to administer medication must carry the medication in the original container and record the necessary information on the medication log upon return from the trip/activity.
- H. Medication left over at the end of the school year, or after the student has left the district, shall be picked up by the parent/guardian. If this is not done, the individual who administers the medication will dispose of the medication and record this disposal on the medication log. This procedure shall be witnessed and initialed by a second adult.

- I. When dealing with the issues that surround student medications, administrative judgment will be utilized. Examples include student possession, self-administration, health plans, storage of medication, etc.

IV. Student Administration and Possession of Medication

- A A student who requires the use of an inhaler for relief or prevention of asthma symptoms will be allowed to carry and use the inhaler if there is written approval (Appendix B) from the student's physician and parent/guardian on record at the school (as described in the Michigan Revised School Code, Section 380.1179). A student who is in possession of an inhaler under the above conditions shall have each of his/her teachers notified of this by the building administrator.
- B A health plan will be developed for student's who have other medical conditions, which require medication for a life-threatening situation. Such students may be allowed to carry and use the emergency medication if there is written approval (Appendix B) from the student's physician and parent/guardian on record at the school. A student who is in possession of this medication under the above conditions shall have each of his/her teachers notified of this by the building administrator.
- C A building administrator must authorize or may discontinue a student's right to self-administer and self-possess medication. The process may be discontinued if there is misuse by the student, following parent contact.

V. School Staff Training

School employees designated to administer medication will receive in-service training on procedures related to this responsibility. Training will be facilitated through the Department of Student Services.

VI. Safety Procedures and Liability Addressed in the School Code of 1976 as Amended

A.380.1178 Administration of medication to pupil; liability

Sec. 1178. A school administrator, teacher, or other school employee designated by the school administrator, who in good faith administers medication to a pupil in the presence of another adult or in an emergency that threatens the life or health of the pupil, pursuant to the written permission of the pupil's parents or guardian and in compliance with the instructions of a physician is not liable in a criminal action or for civil damages as a result of the administration except for an act or omission amounting to gross negligence or willful and wanton misconduct.

VII. Anaphylaxis Emergencies

- A. At least two staff persons per school building will receive training under the supervision of a registered professional nurse. Training will include recognition of common allergies, anaphylaxis symptoms, and emergency treatment for life-threatening anaphylaxis situations.
- B. Each school building operated by the district shall possess two epinephrine auto-injectors.
- C. Each school building will follow procedures for documenting, tracking, and reporting of a suspected anaphylaxis event to parent/guardians (as soon as possible) and to MED (annually).
- D. If necessary, the district will obtain additional epinephrine auto-injectors to ensure there will be at least two in each building.