

BOARD POLICY

JGCD

STUDENTS MEDICATIONS

OCTOBER 21, 2024

Except as otherwise provided by law or Board Policy, a school administrator, teacher, or other school employee designated by the school administration may administer medication to a student only in the presence of another adult, pursuant to written permission of the student's parents or guardian and only in compliance with the written instructions of a physician. A Medication Authorization form must be provided to school administration before any dispensation of medication may occur. "Medication" includes prescription, non-prescription (commonly referred to as "over the counter"), and herbal medications/substances, including anything administered by mouth, inhaler, or injection; drops and sprays applied to the eyes or nose; and anything applied to the skin.

Epinephrine Auto Injectors

Students who are prescribed epinephrine to treat anaphylaxis shall be allowed to self-possess and self-administer the medication if they meet the conditions as stated in this policy and accompanying administrative procedures. Each school in the District shall have at least two (2) epinephrine auto-injectors (Epi-Pens) available at the school site. It shall be the annual responsibility of the Principal to verify that the supply of Epi-Pens is maintained at the appropriate level, ensure that all Epi-Pens have not expired, inform trained staff of the storage location for Epi-Pens in the school, and communicate with the Director of Student Services or his/her designee if new Epi-Pens are needed at any point during the school year due to use or expiration. The Director of Student Services or his/her designee shall also be responsible for acquiring new supplies of Epi-Pens yearly, distributing them to schools, coordinating the training of District employees to administer Epi-Pen injections, and maintaining the list of employees authorized to administer such injections.

Individuals Qualified to Administer Epinephrine Injections

Only a licensed, registered professional nurse employed or contracted by the District, or a school employee who has successfully passed the required training, shall be allowed to possess and administer Epi-Pen injections to students.

Each school shall have at least two (2) employees at that site who shall be appropriately trained in the use of an Epi-Pen. Training of employees on the appropriate use and administration of an Epi-Pen injection shall be done in accordance with any guidelines provided by the Michigan Department of Education shall be conducted under the supervision of a licensed, registered professional nurse. The training shall include an evaluation by the nurse of the employees' understanding of the protocols for administering an Epi-Pen injection.

Students to Whom Injections May Be Administered

A licensed, registered, professional nurse, or trained and authorized employees under this policy, may administer Epi-Pen injections to:

- Any student who has a prescription on file with the District, in accordance with the directives in such prescription.
- Any individual on school grounds who is believed to be having an anaphylactic reaction.

Reporting of Injections

Any person who administers an Epi-Pen injection to a student shall promptly notify the Principal /School Administrator who shall be responsible for promptly notifying the student's parent/guardian that an injection has been administered.

All Epi-Pen injections by District employees to students shall be reported in writing to the Director of Student Services or his/her designee. The report shall include whether the school's or student's Epi-Pen was used, and whether the student was previously known to be subject to severe allergic reaction (anaphylaxis). The Director of Student Services or his/her designee shall at least annually report to the Department of Education, in the form and manner determined by the Department, information on the number of injections provided to students, the number of injections with District Epi-Pens, and the number of incidents where students were not known to be subject to severe allergic reactions.

The District will maintain procedures for obtaining a prescription, purchase, reorder, storage, and maintenance of at least two epinephrine auto-injectors in each school building.

LEGAL REF: MCL 380.1178, 380.1179, 380.1179A
Michigan Department of Education, Model Policy and Guidelines for Administering Medications to Pupils at School