

516 STUDENT MEDICATION

I. PURPOSE

The purpose of this policy is to set forth the provisions that must be followed when administering non emergent prescription medication to students at Crosslake Community School (CCS).

II. GENERAL STATEMENT OF POLICY

CCS acknowledges that some students may require prescribed drugs or medication during CCS' day. CCS' licensed Registered Nurse, trained staff, director, or teacher will administer prescribed medications in accordance with law and CCS procedures.

III. REQUIREMENTS

- A. The administration of prescription medication or drugs at CCS requires a completed signed request from the student's parent. An oral request must be reduced to writing within two school days, provided that the CCS may rely on an oral request until a written request is received.
- B. An "Administering Prescription Medications" form must be completed annually (once per school year) and/or when a change in the prescription or requirements for administration occurs.
- C. Prescription medication must come to CCS in the original container labeled for the student by a pharmacist in accordance with law and must be administered in a manner consistent with the instructions on the label.
- D. The licensed Registered Nurse, or designated person, may request to receive further information about the prescription, if needed, prior to administration of the substance.
- E. Prescription medications are not to be carried by the student, but will be left with the appropriate CCS personnel. Exceptions to this requirement are: prescription asthma medications self-administered with an inhaler (See Part J.5. below), and medications administered as noted in a written agreement between CCS and the parent/guardian or as specified in an IEP (individualized education program), Section 504 plan, or IHP (individual health plan).
- F. CCS must be notified immediately by the parent/guardian or student 18 years old or older in writing of any change in the student's prescription medication administration. A new medical authorization or container label with new pharmacy instructions shall be required immediately as well.
- G. For drugs or medicine used by children with a disability, administration may be as provided in the IEP, Section 504 plan or IHP.
- H. The licensed Registered Nurse, or other designated person, shall be responsible for the filing of the Administering Prescription Medications form in the health records section of the student file. The licensed Registered Nurse, or other designated person, shall be responsible for providing a copy of such form to the Director and to other personnel designated to administer the medication.
- I. Procedures for administration of drugs and medicine at school and school activities shall be developed in consultation with a licensed Registered Nurse, or a public or private health organization or other appropriate party (if appropriately contracted by CCS under Minn. Stat. § 121A.21). CCS administration shall submit these procedures and any additional guidelines and procedures necessary to implement this policy to the school board for approval. Upon approval by the school board, such guidelines and procedures shall be an addendum to this policy.

J. Specific Exceptions:

1. Special health treatments and health functions such as catheterization, tracheostomy suctioning, and gastrostomy feedings do not constitute administration of drugs and medicine;
2. Emergency health procedures, including emergency administration of drugs and medicine are not subject to this policy;
3. Drugs or medicine provided or administered by a public health agency to prevent or control an illness or a disease outbreak are not governed by this policy;
4. Drugs or medicines used at CCS in connection with services for which a minor may give effective consent are not governed by this policy;
5. Non Prescription Medication/Over The Counter Medications, including acetaminophen and ibuprofen, *antihistamines, essential oils, salts, and any other Non Prescribed Medications* *must be provided* by the parent/guardian of the CCS student to the licensed Registered Nurse or trained staff. The "Medication/Over The Counter Medication" form must also be filled out and signed annually by the parent/guardian.
6. At the start of each school year or at the time a student enrolls in CCS, whichever is first, a student's parent/guardian, CCS staff, including those responsible for student health care, and the prescribing medical professional must develop and implement an individualized written health plan for a student who is prescribed non syringe injectors of epinephrine that enables the student to:
 - a. possess non syringe injectors of epinephrine; or
 - b. *if the parent/guardian and prescribing medical professional determine the student is unable to possess the epinephrine*, have immediate access to non syringe injectors of epinephrine in close proximity to the student at all times during the instructional day.

The plan must designate CCS' staff responsible for implementing the student's health plan, including recognizing anaphylaxis and administering non syringe injectors of epinephrine when required, consistent with state law. This health plan may be included in a student's § 504 plan.

- K. "Parent/guardian" for students 18 years old or older is the student.

Legal References:

Minn. Stat. § 13.32 (Student Health Data)
Minn. Stat. § 121A.21 (Hiring of Health Personnel)
Minn. Stat. § 121A.22 (Administration of Drugs and Medicine)
Minn. Stat. § 121A.221 (Possession and Use of Asthma Inhalers by Asthmatic Students)
Minn. Stat. § 121A.222 (Possession and Use of Nonprescription Pain Relievers by Secondary Students)
Minn. Stat. § 121A.2205 (Possession and Use of Non Syringe Injectors of Epinephrine; Model Policy)
Minn. Stat. § 151.212 (Label of Prescription Drug Containers)
20 U.S.C. § 1400 *et seq.* (Individuals with Disabilities Education Improvement Act of 2004)
29 U.S.C. § 794 *et seq.* (Rehabilitation Act of 1973, § 504)

Cross References:

MSBA/MASA Model Policy 418 (Drug-Free Workplace/Drug-Free School)