6180R PROCEDURES OF ADMINISTRATION OF MEDICATION DURING THE SCHOOL DAY

- **1.** Parent/Guardian Permission: A written request from the parent/guardian giving school personnel permission to administer prescription or nonprescription medication is required annually and within two days of an oral request.
- 2. Prescription Medication: An annual statement from the prescribing health care provider is required with the exception of asthma or reactive airway disease medications (see #5 below). The name of the medication, reason it is prescribed, and the dosage, time, and frequency that the medication is to be given at school must be provided. Permission for the Licensed School Nurse to communicate with the ordering health care provider must be provided before accepting any medical order. Short term prescription medications may be administered for up to two (2) weeks without a physician's statement with accurate pharmacy labeling.
- **3.** Nonprescription Medication: An annual statement from the prescribing health care—provider is required for all over the counter medications with the exception of nonprescription pain relievers for secondary students (see #6 below). The name of the medication, reason it is prescribed, and the dosage, time, and frequency that the medication is to be given at school must be provided.
- **4.** Medication must be provided by the parent/guardian. Prescribed medication must be stored in a pharmacy labeled container with accurate label instructions. Nonprescription medication must be in a properly labeled container and have manufacturers' recommendations clearly available.
- **5.** Self Administration: Students may self administer prescription asthmas inhalers when a written request from the parent/guardian has been received by the school. The inhaler must be properly labeled for that student.
- **6.** Students may possess non-syringe injectors of epinephrine when the parent and prescribing medical professional provides a written request to do so.
- **7.** A secondary (7–12) student may possess and use nonprescription pain relief in a manner consistent with the labeling. If the school has received a written authorization from the student's parent or guardian permitting the student to self-administer the medication. The school may revoke a student's privilege to possess and use nonprescription pain relievers if the school determines that the student is abusing the privilege. Students may not possess or use any drug or product containing ephedrine or pseudoephedrine. **8.** No sharing of medication is permitted.
- **9.** Storage: Medications administered by school staff are to be stored under locked protection in the school health office.
- **10.** Emergencies: For each student whose health condition requires a prescribed emergency medication, a written Individual Health Plan will be formulated by parent, student, teacher, licensed school nurse, and principal. The plan should take into consideration the written order of the family physician and should identify which trained school personnel can give emergency mediation to the student.

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