

District Personnel shall not dispense medication except as set forth in this policy.

~~The Board will permit the administration of medication to students in schools in its jurisdiction. Pursuant to the written authorization of a physician or dentist, as well as the written authorization of a parent or guardian, the school nurse (who has successfully completed specific training in administration of medication) may administer medication to any student in the school or may delegate this task pursuant to Idaho law.~~

~~Administering Medicines to Students~~

~~Assistance in Self Administration of Medicines to Students~~

Any school employee authorized in writing by the school administrator or school principal:

1. May assist in the self-administration of any drug that may lawfully be sold over the counter without a prescription to a pupil in compliance with the written instructions, if the pupil's parent or guardian consents in writing.
2. May assist in the self-administration of a prescription drug to a pupil in compliance with the written instructions of a practitioner, if the pupil's parent or guardian consents in writing.

~~Diagnosis and treatment of illness and the prescribing of drugs are never the responsibility of a school employee and should not be practiced by any school personnel.~~

~~Administering Medicines to Students~~

~~No employee except a qualified health care professional may administer a drug or prescription drug to a pupil under this policy except in an emergency situation.~~

~~The Board will permit the administration of medication to students in schools in its jurisdiction. Pursuant to the written authorization of the student's licensed health care practitioner a physician or dentist, as well as the written authorization of a parent/guardian, the school nurse (who has received direction as to the successfully completed specific training in administration of medication by the student's licensed health care practitioner) may administer medication to any student in the school or may delegate this task pursuant to Idaho law.~~

~~Where administration of medication is a routine activity for a particular student, the subject shall be addressed in a student's health care plan, Section 504 Plan or IEP, as applicable.~~

~~Diagnosis and treatment of illness and the prescribing of drugs are never the responsibility of a school employee and should not be practiced by any school personnel.~~

The absence of a school nurse for the administration of medication shall be addressed on a case-by-case basis considering proper compliance with Idaho law and the medical needs of the student.

**Provisions:**

If a student must take medication during the school day, the following provisions will be adhered to:

**PRESCRIPTION MEDICATIONS**

1. If a school is being asked to administer medication, the parent/guardian must submit a completed district Medication Authorization Form which is available at each school office. The prescribing doctor must sign the completed form.
2. The medication must be in the original container and brought to the school office by the parent/guardian. Verification of the quantity of medication in the container will be made by district personnel in the presence of the parent/guardian and logged on the student's charting record.
3. The student's name, prescription number, doctor and directions must be clearly set forth on the container.

**NON-PRESCRIPTION (OVER-THE-COUNTER) MEDICATIONS**

1. If a school is being asked to administer medication, the parent/guardian must submit a completed district "Medication Authorization Form" which is available at each school office
2. The medication must be in the original container and brought to the school office.

**ADDITIONAL GUIDELINES**

1. All medications to be administered by District personnel will be stored in a locked cabinet.
2. It is the student's responsibility to come to the office at the appropriate time to take his or her medication, unless the student has a disability and is unable to do so.
3. No medication that a school is being asked to administer will be dispensed without a completed district Medication Authorization Form on file.
4. Non-prescription medications, such as aspirin or Tylenol, will not be provided to students upon request. Students must supply their own over-the-counter medications.

**Emergency Administration of Medication**

In case of an anaphylactic reaction or the risk of such reaction, a school nurse or delegate may administer emergency oral and/or injectable medication to any student in need thereof on the school grounds, in the school building, or at a school function, according to the standing order of the chief medical advisor or the student's private physician.

In the absence of a school nurse, the administrator or designated staff member exempt from the nurse licensure requirements (I.C. § 54-1401 et seq.) who has completed training in administration of medication, may give emergency medication to students orally or by injection.

There must be on record a medically diagnosed allergic condition which would require prompt treatment to protect the student from serious harm or death.

Record of the medication administered in an emergency will be entered on an Individual Student Medication Record and filed in the student's cumulative health folder.

### Self-Administration of Medication

~~Students who are able to self-administer specific medication may do so provided:~~

- ~~1. A physician or dentist provides a written order for self-administration of said medication;~~
- ~~2. There is written authorization for self-administration of medication from the student's parent or guardian; and~~
- ~~3. The principal and appropriate teachers are informed that the student is self-administering prescribed medication.~~

### **Self-Monitoring and Treatment of Diabetes**

A student with diabetes, upon written request of the student's parent or guardian and written authorization from the student's treating physician, shall be permitted by the Board to perform blood glucose checks, administer insulin through the insulin delivery system the student uses, treat hypoglycemia and hyperglycemia, and otherwise attend to the care and management of the student's diabetes in the classroom and in any area of the school or school grounds, and to possess on the student's person at all times all necessary supplies and equipment to perform these monitoring and treatment functions.

### **Self-Administration of Asthma Medication, Insulin/Diabetic Treatment or Epinephrine Auto-Injectors**

Pursuant to Idaho Code covering the self-administration of asthma medication, the following shall apply to ~~or~~ epinephrine auto-injectors, insulin, or blood glucose monitoring supplies if a parent or legal guardian chooses to have his or her child self-medicate:

1. The parents or guardians of the pupil shall provide to the Board or designee written authorization for the self-administration of medication.
2. The parents or guardians of the pupil shall provide to the Board or designee written certification from the physician of the pupil that the pupil has a severe allergic reaction (anaphylaxis), asthma, or another potentially life-threatening respiratory illness, or diabetes and is capable of, and has been instructed in, the proper method of self-administration of medication. In cases where the pupil has severe or life-threatening allergies, ~~Policy 3515 Food Allergy Management~~ Policy 504.17; and any related procedures shall be followed. For students with a severe allergic reaction, asthma, or another potentially life-threatening respiratory illness, or diabetes the student's physician or health care provider-supplied information shall contain:

- A. The name and purpose of the medicine;
- B. The prescribed dosage;
- C. The time(s) at which or the special circumstances under which medication should be administered;
- D. The length of time for which medication is prescribed;
- E. The possible side-effects of the medicine;
- F. Actions to take in the event of an emergency, including if the medication does not improve the child's breathing or allergic reaction;
- G. Contact information for the physician and parent/guardian; and
- H. [If applicable, a](#) list of the child's asthma triggers or allergies.

[3. The school's administration and appropriate teachers and school personnel are informed that the student is self-administering prescribed medication. Such notification shall be done in a manner so as to best preserve the privacy of the student and the student's medical condition to the extent appropriate.](#)

For students with severe or life-threatening allergies this information may be provided in the student's Emergency Care Plan.

### **Additional Requirements for Self-Administration of Medication**

The Board or Board designee will inform the parents or guardians of the pupil in writing that the District and its employees or agents shall incur no liability as a result of any injury arising from the self-administration of medication by the pupil, absent any negligence by the District, its employees, or its agents, or as a result of providing all relevant information provided pursuant to subdivisions of this subsection with the school nurse, absent any negligence by the District, its employees, or its agents, or in the absence of such nurse, to the school administrator.

The parents or guardians of the pupil shall sign a statement acknowledging that the District shall incur no liability as a result of any injury arising from the self-administration of medication by the pupil and that the parents or guardians shall indemnify and hold harmless the District and its employees or agents against any claims arising out of the self-administration of medication by the pupil.

Students who are authorized to carry their own epinephrine auto-injectors or supplies or equipment necessary for diabetes monitoring and/or treatment of diabetes may be retested periodically to ensure they are still capable of correctly self-administering the medication.

As used in this section:

1. "Medication" means an epinephrine auto-injector, a metered dose inhaler, or a dry powder inhaler or insulin, insulin delivery system and/or supplies or equipment necessary for diabetes monitoring and/or treatment prescribed by a physician and having an individual label;
2. "Self-administration" means a student's use of medication pursuant to prescription or written direction from a physician; and

3. A student who is permitted to self-administer medication pursuant to this section shall be permitted to possess and use athe prescribed medication at all times.

Any school employee authorized in writing by the school administrator or principal may assist with self-administration of medications provided that only the following acts are used:

1. Verbal suggestions, prompting, reminding, gesturing, or providing a written guide for self-administering medications;
2. Handing a prefilled, labeled medication holder, labeled unit dose container, syringe, or original marked, labeled container from the pharmacy to the student;
3. Opening the lid of the above container for the student;
4. Guiding the hand of the student to self-administer the medication;
5. Holding and assisting the student in drinking fluid to assist in the swallowing of oral medications; and/or
6. Assisting with removal of a medication from a container for students with a physical disability which prevents independence in the act.

#### Handling and Storage of Medications

All medications, including those approved for keeping by students for self-medication, must first be delivered by the parent or other responsible adult to the nurse or employee assisting with the self-administration of medication. The nurse or the employee must:

1. Examine any new medication to ensure that it is properly labeled with dates, name of student, medication name, dosage, and physician's name;
2. If administration is necessary, the nurse must develop a medication administration plan for the student before any medication is given by school personnel;
3. Record on the Student's Individual Medication Record the date the medication is delivered and the amount of medication received;
4. Store medication requiring refrigeration at 36F - 46F; and
5. Store prescribed medicinal preparations in a securely locked storage compartment excluding those medications approved for self-administration. Controlled substances will be contained in a separate compartment, secured, and locked at all times.

No more than a forty-five (45) school day supply of a medication for a student will be stored at the school. All medications, prescription and nonprescription, will be stored in their original containers.

Access to all stored medication will be limited to persons authorized to administer medications or assist in the self-administration of medications. Each school will maintain a current list of those persons authorized by delegation from a licensed nurse to administer medications.

#### Disposal of Medication

School personnel must either return to the parent/guardian or destroy (with permission of the parent/guardian) any unused, discontinued, or obsolete medication. Medicine which is not

repossessed by the parent/guardian within a seven (7) day period of notification by school authorities will be destroyed by the school nurse in the presence of a witness. All non-prescription medications shall be picked up by the parent/guardian at the end of each school year or shall be disposed of properly.



**LEGAL REFERENCE: I. C. § 33-506(1) and §37-2701 et seq and The Family Education Rights and Privacy Act of 1974**

**I.C. § 33-520 Policy Governing Medical Inhalers, ~~or~~ Epinephrine Auto-Injectors, Insulin and Blood Glucose Monitoring Supplies**

**I.C. § 54-1401 Purpose- License Required-Representation to the Public**

**ADOPTED: July 18, 2005**

**AMENDED/REVISED: March 16, 2015**

**REFER TO FORM: 504.17F**