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516 - STUDENT MEDICATIONS

I. PURPOSE

The purpose of this policy is to set forth the provisions that must be followed when administering medication to students during the school day.

II. GENERAL STATEMENT OF POLICY

The school district acknowledges that some students may require medication during the school day to function as near to their potential as possible. Medication will be administered by Licensed School Nurse (LSN), Registered Nurse (RN), health staff, or designated personnel in accordance with law and school district procedures. The school district reserves the right to refuse request for medication authorization/administration under certain circumstances.

III. AUTHORIZATION TO DISPENSE MEDICATION

- A. Medications will be defined as those prescription or nonprescription medications taken for a specific medical condition.
 - 1. Long-term medications are defined as those that are taken or stored in the health office greater than 2 weeks.
 - 2. Short-term medications are defined as those that are taken or stored in the health office for less than 2 weeks.
- B. Medications will be administered when the parent or guardian and/or the physician/licensed prescriber has signed the Medication Authorization Form.
 - 1. Long-term medication requires a written order from a physician/licensed prescriber AND a parent or guardian signature on the Medication Authorization Form.

2. Short-term medication requires a parent or guardian's signature on the completed Medication Authorization Form and will be administered according to labeled instructions.
 3. All controlled medications require a written order from a physician/ licensed prescriber AND a parent or guardian signature on the Medication Authorization Form. Some examples of controlled medications are: Ritalin, Dexedrine, and Adderall.
 4. The Medication Authorization Form must be completed annually at the start of each school year and/or when a change in prescription occurs. Prescription medication as used in this policy does not include any form of medical cannabis as defined in Minn. Stat. 152.22, Subd. 6.
- C. An oral request by a parent or guardian to administer medication may be valid for two school days, provided that the school district receives a completed Medication Authorization Form for the medication by the end of the two school day timeframe.
- D. Nonprescription Medication. A secondary student may possess and use nonprescription pain relief in a manner consistent with the labeling, if the school district has received written authorization from the parent or guardian permitting the student to self-administer the medication. The parent or guardian must submit written authorization for the student to self-administer the medication each school year. The school district may revoke a student's privilege to possess and use nonprescription pain relievers if the school district determines that the student is abusing the privilege. This provision does not apply to the possession or use of any drug or product containing ephedrine or pseudoephedrine as its sole active ingredient or as one of its active ingredients. Except as stated in this paragraph, only prescription medications are governed by this policy.
- E. Prescription medication must be brought to school in the pharmacist's labeled container, appropriately labeled for the student. Over the counter medications must be in their original container. The label must clearly identify the medication, the dosage, and directions for administration.
- F. The school nurse may request to receive further information about the prescription, if needed, prior to administration of the substance.
- G. Parents or guardians must grant permission for the school to contact the physician/ licensed prescriber regarding any medication concerns.
- H. The administration of the medication will be discontinued upon request from the parent or guardian to the school district's LSN, RN, health staff, or designated personnel.
- I. Any changes regarding administration of medication will be implemented only upon written request from the parent or guardian, and authorization of the physician/ licensed prescriber if needed.

- J. A parent or guardian who authorizes designated school personnel to administer approved medication releases school personnel from liability should adverse reactions result from the medication administration.
- K. Medications are generally not to be carried by the student. Prescription medications are generally not to be carried by the student, but will be securely stored in the health office. If a parent or guardian requests that their child carry and/or self-administer a medication, a written agreement between the student's parent or guardian, physician/licensed prescriber, and school nurse or designee will be completed. Medications used at school must be stored in the health office unless an authorization to self-carry is signed by the parent or guardian and approved by the school nurse. Exceptions to this requirement are: prescription asthma medications self-administered with an inhaler (see section VIII), and as specified in an IEP (individualized education program), Section 504, ECP (Emergency Care Plan) or IHP (individualized health plan). Controlled substances will not be allowed for self-administration.
- L. At the start of each school year or at the time a student enrolls in school, whichever is first, a student's parent, school staff, including those responsible for student health care, and the prescribing medical professional must develop and implement an individual written health plan, such as an Emergency Care Plan, for a student who is prescribed epinephrine auto-injectors that enables the student to:
- a. Possess epinephrine auto-injectors; or
 - b. If the parent and prescribing medical professional or school nurse determine the student is unable to possess the epinephrine, have immediate access to epinephrine auto-injectors in a close proximity, such as the health office, to the student at all times during the instructional day.
- The plan must designate the school staff responsible for implementing the student's health plan including recognizing anaphylaxis and administering epinephrine auto-injectors when required, consistent with state law. This health plan may be included in the student Section 504 plan and Emergency Care Plan.
- ML. A student may possess and apply a topical sunscreen product during the school day while on school property or at a school-sponsored event without a prescription, physician's note, or other documentation from a licensed health care professional. School personnel are not required to provide sunscreen or assist students in applying sunscreen.
- NM. "Parent" for students 18 years old or older is student unless parent is student's legal conservator.

IV. ADMINISTRATION OF MEDICATION

All medications will be administered in accordance with the provisions of M.S. 121A.22. School personnel designated by the school nurse to administer medication to students will:

- A. Administer prescription and non-prescription medication according to the written authorization of the parent or guardian (and physician/licensed prescriber if required), in compliance with label directions.
- B. Keep a record of administration indicating the date, time, and dosage of all medications administered.
- C. The school nurse, or other designated person, shall be responsible for the filing of the Medication Authorization Form in the health records section of the student file. The school nurse, or other designated person, shall be responsible for notifying and providing access of this form to the principal and to other personnel if designated to administer the medication.
- ~~DE.~~ Keep medication in a locked cabinet. Medications requiring refrigeration will be kept in the refrigerator in the health office.
- ~~ED.~~ Maintain an inventory of the current supply and notify the parent or guardian when the current inventory needs to be replenished.
- ~~E.~~ ~~Dispose of unused medications or return them to the parent or guardian in accordance with district procedures.~~
- F. Administer medication, upon request, on field trips. Medications will be administered by designated school district staff as delegated by the school nurse on field trips.
- G. If the administration of a drug or medication described in this section requires the school district to store the drug or medication, the parent or legal guardian must inform the school if the drug or medication is a controlled substance. For a drug or medication that is not a controlled substance, the request must include a provision designating the school district as an authorized entity to transport the drug or medication for the purpose of destruction if any unused drug or medication remains in the possession of school personnel. For a drug or medication that is a controlled substance, the request must specify that the parent or legal guardian is required to retrieve the drug or controlled substance when requested by the school.

V. THE SCHOOL RETAINS THE RIGHT TO:

- A. Request that a 504 Emergency Care Plan be written to provide added clarification of the procedures, roles and responsibilities related to the medications administered in response to medical emergency.
- B. Reject requests for administration of medications on a case-by-case basis.

VI. STUDENT USE OF UNAUTHORIZED MEDICATIONS

The parent or guardian and/or administration will be notified if students are observed self-administering unauthorized medication.

VII. NOT COVERED BY THIS POLICY

- A. Special health treatments, such as catheterization, tracheostomy, suctioning, and gastrostomy feeding do not constitute administration of drugs and medicine.
- B. Emergency health procedures, including emergency administration of drugs and medicine are not subject to this policy
- CB. 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.
- DC. It is the responsibility of the parent/guardian to notify the appropriate school personnel (~~ex~~ ie: coaches, trainers, and teachers) of required medical needs for prescription and over the counter medications for the following school sponsored activities taking place outside of the school day:
 - 1. ~~On overnight field trips; or that are used off school grounds;~~
 - 2. in connection with athletics or extracurricular activities; or
 - 3. in connection with activities that occur before or after the regular school day.

VIII. ASTHMA AND REACTIVE AIRWAY MEDICATIONS

- A. Drugs or medicines that are prescription asthma or reactive airway disease medications can be self-administered by a student with an asthma inhaler if:
 - a. the school district has received a written authorization form from the pupil's parent permitting the student to self-administer the medication;
 - b. the inhaler is properly labeled for that student; and
 - c. the parent has not requested school personnel to administer the medication to the student.

The parent must submit written authorization for the student to self-administer the medication each school year (such as on the Medication Authorization Form). In a school that does not have a school nurse or school nursing services, the student's parent or guardian must submit written verification form the prescribing professional which documents that an assessment of the student's knowledge and skills to safely possess and use an asthma inhaler in a school setting has been completed.

If the school district employs a school nurse or provides school nursing services under another arrangement, the school nurse or other appropriate party must assess the student's knowledge and skills to safely possess and use an asthma inhaler in a school setting and enter into the student's school health record a plan to implement safe possession and use of asthma inhalers.

IX. STOCK EPINEPHRINE

- A. Mahtomedi Public Schools may obtain and possess Epinephrine Auto Injectors to be maintained and administered to a student or other individual if in good faith, it is determined that person is experiencing anaphylaxis, regardless of whether the student or other individual has a prescription for an Epinephrine Auto Injector. The administration of an Epinephrine Auto Injector, in accordance with MN Statute 121A.2207, is not the practice of medicine.
- B. Mahtomedi Public Schools may enter into arrangements with manufacturers of Epinephrine Auto Injectors to obtain Epinephrine Auto Injectors at fair market, free, or reduced prices. A third party, other than a manufacturer or supplier, may pay for the school's supply of Epinephrine Auto Injectors in accordance with MN Statute 121A.2207.
- ~~C. Stock Epinephrine Auto Injectors are to be utilized only in emergencies during the school's building hours.~~
- ~~CD.~~ Emergency administration of school stock Epinephrine Auto Injectors does not require parent/guardian authorization prior to administration.
- ~~DE.~~ Stock Epinephrine Auto Injectors will be clearly labeled and stored in a location that will be secure but accessible.
- ~~EF.~~ Training for Epinephrine Auto Injectors will be held in accordance with current MN law/statutes.
- ~~FG.~~ Procedure regarding unclaimed drugs or medications.
 1. The school district has adopted the following procedure for the collection and transport of any unclaimed or abandoned prescription drugs or medications remaining in the possession of school personnel in accordance with this policy. Before the transportation of any prescription drug or medication under this policy, the school district shall make a reasonable attempt to return the unused prescription drug or medication to the student's parent or legal guardian. Transportation of unclaimed or unused prescription drugs or medications will occur at least annually, but may occur more frequently at the discretion of the school district.
 2. If the unclaimed or abandoned prescription drug is not a controlled substance as defined under Minnesota Statutes § 152.01, subdivision 4, or is an over-the-counter medication, the school district will either designate an individual who shall be responsible for transporting the drug or medication to a designated drop-off box or collection site or request that a law enforcement agency transport the drug or medication to a drop-off box or collection site on behalf of the school district.
 3. If the unclaimed or abandoned prescription drug is a controlled substance as defined in Minnesota Statutes § 152.01, subdivision 4, the school district or school personnel is prohibited from transporting the prescription drug to a drop-off box or collection site for prescription drugs identified under this paragraph. The school district must request that a law enforcement agency transport the prescription drug or medication to a collection bin that complies with Drug Enforcement Agency

regulations, or if a site is not available, under the agency's procedure for transporting drugs.

- 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 Nonsyringe Injectors of Epinephrine; Model Policy)
Minn. Stat. § 121A.223 (Possession and Use of Sunscreen)
Minn. Stat. § 152.01 (Definitions)
Minn. Stat. § 151.212 (Label of Prescription Drug Containers)
Minn. Stat. § 121A.2207 (Life Threatening Allergies in Schools: Stock Supply of Epinephrine Auto Injectors)
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:** Policy 418 (Drug-Free Workplace/Drug-Free School)

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