

**JLCD ©**  
**MEDICINES / ADMINISTERING**  
**MEDICINES TO STUDENTS**

**Staff Administration of Medication  
to Students – In General**

When it is necessary for a student to take medicine during school hours, the District will cooperate with the health care practitioner and the student's parents/legal guardian if the following requirements are met:

- A. There must be a written order from the prescribing health care practitioner stating the name of the medicine, the dosage, and the time it is to be given.
- B. There must be written permission from the parent, or written authorization from the student if eighteen (18) years old, to allow the school or the student to administer the medicine. See JLCD-EA.
- C. The medicine must come to the school office in the prescription container or, if it is over-the-counter medication, in the original container with all warnings and directions intact.

**Self Administration of Medication by  
Students – Limited Circumstances**

Students are entitled to possess and self-administer medications under the following limited circumstances:

- A. ***Emergency Epinephrine*** – Students who have been diagnosed with anaphylaxis may carry and self-administer emergency medications, including ~~auto-injectable~~ epinephrine **delivery systems**, provided the student's name is on the prescription label, on the medication container or device, and annual written documentation from the student's parent/legal guardian is provided that authorizes possession and self-administration. The student shall notify the school **health** office ~~secretary~~ as soon as practicable following the use of the medication;
- B. ***Handheld Inhalers*** – Students may possess and self-administer prescription medication for breathing disorders in handheld inhaler devices if prescribed by a health care professional. The student's name must be on the prescription label, on the medication container, or on the handheld inhaler device and annual written documentation from the student's parent/legal guardian must be provided to the school health office that authorizes possession and self-administration.

C. ***Diabetes Management*** – Students with diabetes who have a Diabetes Medical Management Plan provided by the student's parent/legal guardian, signed by a licensed health professional or nurse practitioner as specified by A.R.S. [15-344.01](#), may carry appropriate medications and monitoring equipment and self-administer the medication. Specific requirements of this policy are listed in Regulation JLCD-R.

## **Emergency Administration of Medicines by Trained Employees**

### ***Auto-Injectable Epinephrine Delivery Systems***

If the Governing Board elects to stock ~~auto-injectable~~ epinephrine **delivery systems**, the Governing Board directs the Superintendent to prescribe and enforce regulations and procedures for the emergency administration of ~~auto-injectable~~ epinephrine **delivery systems** by a trained employee of the School District pursuant to section A.R.S. [15-157](#) and **A.A.C. R7-2-809**.

If **an** ~~auto-injectable~~ epinephrine **delivery system** is in stock, the Superintendent shall designate at least two (2) school personnel for each school site who shall be required to receive annual training in the proper administration of ~~auto-injectable~~ the epinephrine **delivery system** pursuant to **A.A.C. R7-2-809**. The Superintendent shall maintain and make available upon request a list of those school personnel authorized and trained to administer ~~auto-injectable~~ epinephrine **delivery systems**.

### ***Inhalers***

A trained school employee, or trained nurse under contract, may administer, or assist in administering, an inhaler to a student or an adult whom the individual believes in good faith to be exhibiting symptoms of respiratory distress while at school or a school-sponsored activity.

### ***Naloxone Hydrochloride (NARCAN)***

The Governing Board directs the Superintendent to prescribe and enforce regulations and procedures for the emergency administration of naloxone hydrochloride or any other opioid antagonist approved by the United States Food and Drug Administration by an employee of a school district pursuant to ~~Section~~ **A.R.S 36-2267**.

## **Seizure Management Plans**

The Superintendent shall create procedures to administer Seizure Management Plans for students diagnosed with a seizure disorder. The procedures shall comply with A.R.S. [15-160.02](#). The District shall:

- A. Verify and accept student Seizure Management Plans signed by students' parents/legal guardian and licensed health care providers.

B. Assign a nurse, employed or under contract, to review the plan. If no nurse is available, the Superintendent shall designate an employee to be responsible for reviewing seizure management and treatment plans.

C. Confirm that nurses, and non-nurse staff required by statute, are trained as according to law.

D. Require at least one (1) school official, in addition to the nurse, to meet the training requirements listed in [15-160.02\(H\)](#).

E. Seizure Management Plans shall be submitted to the school health office or District office for review; a template for health plans can be found in Exhibit JLCD-EB.

## **Required Trainings**

### **Training on Anaphylactic Shock**

If the Governing Board elects to stock ~~auto-injectable~~ epinephrine **delivery systems**, the Superintendent shall require health office personnel to receive an annual training on the recognition of anaphylactic shock symptoms and procedures to follow when anaphylactic shock occurs.

### ***Training on Recognition of Symptoms of Respiratory Distress and Administration of Inhalers***

If the Governing Board elects to administer inhalers, the Superintendent must designate at least two (2) personnel at each school site who shall be trained in the recognition of respiratory distress symptoms, the procedures to follow when respiratory distress occurs, and the administration of inhalers, as directed on the prescription protocol, **A.A.C. R7-2-810**. The Superintendent must maintain and make available upon request a list of school personnel authorized to administer inhalers. The Superintendent will review and implement all the regulatory items listed in **A.A.C. R7-2-810**, if applicable, as set forth in Regulation JLCD-R.

### ***Training on Seizure Management Plans***

The Superintendent will require that nurses, non-nurse staff listed in A.R.S. [15-160.02](#), and at least one (1) additional employee, be trained in the awareness of seizure disorders and/or the ability to administer or assist with the self-administration, where applicable, as implemented by the State Board of Education. Specific training requirements are listed in JLCD-R.

### ***Termination of Medication Administration Policy***

The District reserves the right, in accordance with procedures established by the Superintendent, to circumscribe or disallow the use or administration of any medication on school premises if the threat of abuse or misuse of the

medicine may pose a risk of harm to a member or members of the student population.

Adopted: ~~August 27, 2024~~ **October 28, 2025**

LEGAL REF.:

A.R.S.

[15-157](#)

[15-158](#)

[15-160.02](#)

[15-203](#)

[15-341](#)

[15-344](#)

[15-344.01](#)

[32-1601](#)

[32-1901](#)

[36-2201](#)

[36-2267](#)

A.A.C.

[R7-2-809](#)

[R7-2-810](#)

[R7-811](#)