

INDEPENDENT SCHOOL DISTRICT #877 POLICY

Buffalo-Hanover-Montrose

INDEX TITLE Students SERIES NO. 500

POLICY TITLE Student Medication CODE NO. 516

I. PURPOSE

The purpose of this policy is to address the administration of prescription and over-the-counter (OTC) medications.

II. POLICY

The School Board recognizes that some students may require medication for chronic or short-term illness or health conditions during the regular school day **and/or during school-day sponsored activities which take place away from the school site**. This medication enables students to remain in school and participate in their education. Although the school believes that medication should be given outside of school hours whenever possible; the district will provide administration of medications for any student if the parent/legal guardian is willing to comply with request for authorization and provision of information. Self-administration of medication may be allowed if certain conditions are met.

III. EXCEPTIONS

- A. MN statute 121A.22 does not require school districts to apply the administration of medication rule to:
- Drugs or medications used off school grounds
 - Drugs or medications used in conjunction with athletics or extra-curricular activities
 - Drugs and medications that are used in connection with activities that occur before or after the regular school day
 - Drugs or medications provided or administered by a public health agency to prevent or control an illness or disease outbreak
 - Drugs or medications used at school in connection to services for which a minor may give effective consent
 - **Drugs or medications used before or after the regular school day**
- B. This policy does not include programs through Community Education, Functional Industries, Central Minnesota Mental Health, Work-Study, Wright Technical Center or WTC Alternative Learning Center.
- C. This policy does not cover medication administration on school busses before and after school hours.

IV. REQUIREMENTS

- A. The administration of prescription medication at school requires a completed, signed request from the student's parent/guardian and a signed order from a licensed prescriber. Verbal parental permission is acceptable for two school days, but must be reduced to written permission thereafter. Verbal/telephone orders from a licensed prescriber may be taken by a Registered Nurse, but must be reduced to writing within two days. **All homeopathic remedies/drugs will be considered as prescriptive medications.**
- B. A medication administration form or other approved document 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 school in the original container labeled for the student by a pharmacist.
- D. Prescription medications will be kept in the school health office in a locked cabinet. Students may carry their own prescription medication only in accordance with district policy and procedures.
- E. Prescription medications are administered in accordance with district procedures by licensed nursing staff or unlicensed assistive personnel (UAP) who have completed training. All medication administration must be approved and delegated by the Licensed School Nurse prior to the initial dose or subsequent dose changes.
- F. Prescriptive asthma medications may be self-carried and/or self-administered as consistent with the asthma medication statute.
- G. ~~Only~~ **Other** emergency prescriptive medications may be allowed for self-carry and/or self-administration. A written agreement between the Licensed School Nurse, the parent, the student and the licensed prescriber must be on file and updated annually.
- H. Medication administration will be documented according to district procedures. Administration record will be filed in the student's school health file according to district procedures. The district will not maintain record of student self-administration.

V. OVER THE COUNTER (OTC) MEDICATIONS

- A. Administration of OTC medication at school requires a completed, signed request from the student's parent/guardian. Verbal permission must be reduced to writing within two school days.
- B. A medication administration form or other approved document must be completed annually (once per school year) and/or when a change in the requirements for administration occurs.
- C. OTC medication must come to school in the original container with the manufacturers container's label intact.

- D. OTC medications are kept in the school health office in a locked cabinet. OTC medications are administered by licensed nursing staff or unlicensed assistive personnel (UAP) who have completed training and have been delegated medication administration duties by the License School Nurse.
- E. Secondary students may self-carry and/or self-administer OTC medications only with a written agreement between the Licensed School Nurse, the parent and the student. Agreements will be updated annually.
- F. Medication administration will be documented according to district procedures. Administration records will be filed in the student's school health file according to district procedures. The district will not maintain record of student self-administration.

IV. DEFINITIONS

- **Delegation:** Transferring to a competent individual the authority to perform a selected nursing task in a selected situation. The nurse retains accountability for the delegation.
- **Licensed Prescriber:** Physicians, Advanced Practice Registered Nurse with prescriptive authority, Physician's Assistant who has direction from a physician or written protocol, dentist, podiatrist, osteopath.
- **Over the Counter (OTC) Medication: those medications that are approved by the Federal Drug Administration (FDC).**
- **Parent/Legal Guardian: For students 18 years of age or older** is the student.
- **Prescription Medications:** Those medications that are ordered by a licensed prescriber.
- **Regular School Day:** For elementary schools the regular school day starts at the time the students are allowed in the building and ends when the busses leave the campus. For secondary students, the regular school day consists of 15 minutes before the start of the first period to the time when busses leave the campus.
- **Unlicensed Assistive Personnel (UAP):** Any designated, willing and trained person who is not a licensed nurse.

Legal References:

This policy was developed in consultation with the Licensed School Nurses and in accordance with the following 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.2205 (Possession and Use of Nonsyringe Injectors of Epinephrine; Model Policy)

Minn. Stat. 151.212 (Label of Prescription Drug Containers)

20 U.S.C. 1400 (IDEA)

29 U.S.C. 794 (Section 504)

Cross Reference:

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

Administrative Offices

Buffalo, Minnesota 55313

FIRST ADOPTION

January 30, 1989

DATE OF REVIEW

August 28, 2006 **March 22, 2010**

DATE OF APPROVAL

September 25, 2006