

HAMPTON TOWNSHIP SCHOOL DISTRICT

SECTION: PUPILS
TITLE: MEDICATION ADMINISTRATION
ADOPTED: February 18, 2004
REVISED: January 18, 2006
REVISED: June 13, 2011

210. MEDICATION ADMINISTRATION	
1. Purpose	The Board encourages parents, to the maximum extent possible, to administer all student medications at home. However, the Board recognizes that students may need to take medications during the school day in order to attend school without jeopardizing their health or potential for learning.
2. Definitions	For purposes of this policy, medication shall include all medicines prescribed by a physician and any non-prescription medicines. The district defines prescription medications as those prescribed by a physician for a specifically diagnosed health condition. The district defines non-prescription medications as those over-the-counter remedies that are generally recognized remedies for specific health-related conditions that can be purchased without a physician's prescription.
3. Delegation of Responsibility	The Superintendent or designee, in conjunction with the head nurse, shall develop procedures for the administration and self-administration of students' medications. All district employees involved in administering or supervising of self-administration of medication shall receive appropriate training from the school nurse before performing this responsibility. Building administrators and the head nurse shall review regularly the procedures for administration and self-administration of medications and shall evaluate recordkeeping, safety practices, and effectiveness of this policy.
Guidelines SC 1414.1 Title 22 Sec. 12.41	The district shall inform all parents/guardians, students and staff about the policy and procedures governing the administration of medications. Medications will be administered according to written orders from the student's private health care provider or the school physician. Written instructions from a medical doctor, doctor of osteopathy, dentist,

physician assistant or certified registered nurse practitioner must accompany any prescription or non-prescription medication sent to school.

All prescription medications must be sent in the original labeled pharmacy container. The pharmacy label may fulfill the requirement for written instructions, except for medications administered on a daily basis. These medications shall require a written script from the health care provider.

Non-prescription medications must be in the original labeled package, accompanied by a health professional's written request for administration, which includes: name of student; name of medication; method of administration; dosage; date; and frequency and time of medication.

The request for administration of prescription or non-prescription medication must also be accompanied by written authorization from the parent/guardian, giving permission for such administration and relieving the Board and its employees of liability for administration of medication. Authorization forms may be obtained from the school health office.

If a parent/guardian is unable to deliver the medication to school, the medication container should be placed in a sealed envelope labeled with the student's name and the amount of medication sent. The medication should be delivered to the health office immediately upon the student's arrival to school. All medications shall be stored in a secured area in the school health office.

Written standing orders by the school physician shall be maintained in each school health office for the administration of a limited list of non-prescription medications. Parent authorization for these medications shall be provided in writing on an individual student emergency card.

Students shall not be permitted to carry medication while at school; however, students may carry and self-administer asthma inhalers and/or epinephrine auto-injectors. Before a student may possess or use an asthma inhaler or epinephrine auto-injector in the school setting, the Board shall require the following:

1. A written request from the parent/guardian that the school complies with the order of the licensed physician, certified registered nurse practitioner or physician assistant.
2. A written statement from the parent/guardian acknowledging that the school is not responsible for ensuring the medications taken and relieving the district and its employees of responsibility for the benefits or consequences of the prescribed medication.

	<p>3. A written statement from the licensed physician, certified registered nurse practitioner or physician assistant that states:</p> <ol style="list-style-type: none"> a. Name of the drug b. Prescribed dosage c. Times medication is to be taken d. Length of time medication is prescribed e. Diagnosis or reason medication is needed, unless confidential f. Potential serious reaction or side effects of medication g. Emergency response h. If child is qualified and able to self-administer the medications.
SC 1414.1	<p>The student shall notify the school nurse immediately following each use of an asthma inhaler or epinephrine auto-injector.</p>
SC 1414.1	<p>The district reserves the right to require a statement from the licensed physician, certified registered nurse practitioner or physician assistant for the continued use of a medication beyond the specified time period.</p>
SC 1414.1	<p>A written request for student use of an asthma inhaler and/or epinephrine auto-injector shall be submitted annually, along with required written statements from the parent/guardian and an updated prescription.</p>
SC 1409 Pol. 215	<p>Student health records shall be confidential and maintained in accordance with state and federal laws and regulations.</p>
	<p><u>Medication Administration on Trips</u></p> <p>Medication administration is discouraged during field trips and school-sponsored trips, except for medication required for serious health conditions. However, if it is necessary for medication to be taken, the following procedures shall apply:</p> <ol style="list-style-type: none"> 1. The parent/guardian shall be responsible for providing any medication to be taken on the field trip or school-sponsored trip. The medication must be sent to school on the morning of the trip in the original pharmacy labeled container or original package and accompanied by specific directions and authorization from the parent/guardian. Authorization forms may be obtained from the school health office or downloaded from the district's web site. 2. All medications shall be entrusted to a district staff member. Students may carry inhalers or emergency medications if a permission form is on file in accordance with this policy. 3. The student must self-administer the medication under the supervision of a district staff member.

Intravenous Medications

Intravenous medications shall be administered only if the following requirements are met:

1. Written orders from a medical doctor shall be provided. The orders must include the student's name, dosage and time schedule for the medication and intravenous flush orders, which are specific to the type of line being addressed.
2. The medication shall be ordered in a time frequency that makes it necessary to administer a dose at school [i.e., every six (6) hours].
3. At least four (4) doses of the medication shall have been previously administered in a medical setting, with medical personnel supervising for side effects.
4. The medication shall be administered through a mid or centrally placed venous catheter.
5. There shall be a home health consult for the purpose of providing at least one (1) training session for the RN(s) in the administration procedure as well as being available on an as needed basis to provide support.
6. The student's family shall provide all necessary equipment.

Student Self-Administration

To self-administer medication, the student must be able to:

1. Respond to and visually recognize his/her name.
2. Identify his/her medication.
3. Measure, pour and administer the prescribed dosage.
4. Sign his/her medication sheet to acknowledge having taken the medication.
5. Demonstrate a cooperative attitude in all aspects of self-administration.

School Code 24 P.S. Sec. 1401, 1402, 1409, 1414.1

State Board of Education Regulations – 22 PA Code Sec. 12.3, 12.41

Board Policy – 000, 103.1, 113.1, 216, 218, 227