

MIDDLETOWN
 AREA
 SCHOOL DISTRICT

SECTION: PUPILS
 TITLE: USE OF MEDICATIONS
 ADOPTED: October 14, 1991
 REVISED: October 26, 2009

210. USE OF MEDICATIONS	
1. Purpose	The Board shall not be responsible for the diagnosis and treatment of student illness. The administration of prescribed medication in accordance with the direction of a parent/guardian and family physician to a student during school hours will be permitted only when failure to take such medicine would jeopardize the health of the student or the student would not be able to attend school if the medicine were not made available during school hours.
2. Definition	For purposes of this policy, medication shall include all medicines prescribed by a physician. Long-term medication shall include all medicines that must be administered for a period of six (6) months or more and any patent drug.
3. Guidelines	<p><u>Administration Of Prescribed Medication</u></p> <p>Before any prescribed medication may be administered to any student by district personnel or self-administered by a student during school hours or school-sponsored activities, the Board requires written request from a parent or a legal guardian and physician on an official district Medication Permission form. The permission form must include the following:</p> <ol style="list-style-type: none"> 1. The name of the student. 2. The name of the medication. 3. The diagnosis or condition for which the medication is being prescribed. 4. The name of the prescribing physician. 5. The dosage. 6. The time the medication is to be given. 7. The expected duration of the medical regime.
<p>SC 510 Title 22 Sec. 12.41</p>	

8. Any possible side effects.
9. Any special circumstances under which the medication should be administered.
10. The signature on the permission form by the parent/guardian shall serve to indemnify and hold harmless all employees in connection with the dispensation of medication as ordered by the physician.

Administration Of Over-The-Counter Medication

The school nurse is not permitted to administer over-the-counter or patent medication without a doctor's written permission and parental permission. These medications include: aspirin, Tylenol, cold medications, Visine, etc.

Emergency Medications

Under certain emergency medical situations the school district physician will order certain medications, such as epinephrine (adrenaline) to be administered.

Standing Orders

Under certain medical situations requiring first aid treatment the school district physician will permit the district nursing staff to administer over-the-counter medication, such as Caladryl, Rhuli spray, betadine, etc.

Requests For Long-Term Administration

Requests for long-term administration of medications must be renewed at the beginning of each succeeding school year. Any changes in dosage or frequency of a long-term medication must be documented in writing by the prescribing physician and parent/guardian and will constitute a new order.

Records Of Requests

The parent/guardian consent forms and physician's written orders must be kept on file in the office of the school nurse. These records must be maintained for a period of five (5) years and then destroyed.

Approved Employees To Administer Medication

All medication must be administered in the building health suite by one (1) of the following:

1. The school nurse, personal care nurse, or the health room assistant.
2. The principal or his/her designee in the school nurse's absence.
3. The parent/guardian.
4. The student, when the physician so directs by written order. This self-administration of medication must be done under the observation of a staff member.
5. An exception to the administration of all medications in the health suite under the supervision of a staff member will be in regard to asthma inhalers for which the student has a doctor's prescription specifying that the student may carry and self-administer the inhaler on an as-needed or emergency basis. The only other exception will be made with regard to special needs students in self-contained classrooms in which medication administration occurs continuously throughout the day and medications must be stored close at hand so as not to put students' health at risk. In such situations, medications will be stored in a locked narcotics cabinet in the classroom and will be administered by district nursing staff.

It shall be deemed that whenever a district employee administers medication to a student in accordance with this policy, s/he shall be acting within the scope of his/her duties.

When medications must be administered to a student outside the health suite, e.g., field trips or other similar extracurricular activities, the principal must designate who shall administer medication to a student. If a designee is not available to administer the medication, there will be no administration of the medication and the parents/guardians must be notified.

Administration Procedures

When any medication is administered to a student, the following procedures must be followed:

1. Verification of the physician's order for the medication by:
 - a. A written order from the physician.

- b. A pharmacy label stating the name of the patient, the medication, dosage, times of administration, and the prescribing physician.
2. Written verification of parent/guardian permission.
3. Proper identification of medication. All medications must be provided in original container.
4. Proper identification of the student for which the medication was ordered.
Proper identification means that the person administering the medication must ask "What is your name?". The student must respond with his/her first and last name.
5. Proper verification that the medication was given on the student's medication card. This card must be started for each new medication and must contain the following:
 - a. The student's name.
 - b. The name of the medication.
 - c. The name of the prescribing physician.
 - d. The time and dosage of the medication.

All new medications or change of a dosage or time of administration of a medication must be cleared with the school nurse before it is given. Written parent/guardian and physician documentation is required.

Labeling Medications

All prescription medications shall be provided in the original pharmaceutical container and must contain the label prepared by the pharmacy. All over-the-counter medication must be provided in the original container and accompanied by a physician's order and parent/guardian permission for the medication.

Recording Student Medication

The school nurse will maintain a record of the name of the student to whom the medication is to be administered, the name of the prescribing physician, the dosage and the time of the medication. When the medication is completed, this card will be

filed in the student's record and then destroyed after a period of five (5) years. Long-term medication and/or any unexpected side effects of a medication must be documented on the student's permanent health record.

Storage Of Medication

Medications must be stored in the original container in a locked cabinet in the health suite or in the refrigerator, when indicated on the pharmaceutical label.

Discarding Medications

Prescription medication and patent drugs will be discarded at the end of the school year or will be picked up by the parent/guardian in the nurse's office, or sent home with the student under parent's/guardian's verbal or written permission.

Establishing Procedures

The Superintendent will develop procedures for the implementation of this policy to include forms consistent with the above. These procedures must be submitted to the school district physician for approval prior to becoming effective.

References:

School Code – 24 P.S. Sec. 510, 1402

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