

M.S.A.D. #12 POLICY

PROCEDURES FOR THE ADMINISTRATION OF MEDICATIONS

20-A, MSRA, §254(5) - "MEDICATION, The commissioner may adopt or amend rules for the administration of medication in public or approved private schools. Medications may not be administered by unlicensed personnel at these schools, except as provided by written prescription of physician or dentist or by the written permission of the parent or guardian of the individual receiving the medication."

It is the general policy of the Board of Directors to discourage the dispensing of medication on school premises. With few exceptions, school employees are not trained medical or nursing personnel and are not authorized to dispense medication on a regular basis. Whenever possible, the schedule of drug administration should be altered to allow a student to receive all prescribed doses at home. Where medication during the day is necessary, it may be administered in accordance with this policy and the following protocol.

PROTOCOL FOR ADMINISTERING MEDICATIONS

A. Definition: MEDICATION MEANS BOTH PRESCRIPTION AND NON-PRESCRIPTION ITEMS.

B. All medications are to be in the original container appropriately labeled. (Pharmacists will provide a second container for the school if requested.)

C. Parents are urged to schedule administration of medication outside school hours. Medication may be administered in school only when it meets one of the following criteria:

1. Prescription Drugs:

a. Medication is part of a physician established medical plan of care;

b. It has been determined that there is no satisfactory alternate method for administration;

c. The need is based on an acute health problem.

d. Parents will bring medications to the office with a physician-signed prescription providing directions for administration and dosage.

2. Non-prescription Drugs:

a. Parents will bring the medication to the office with directions for administration and dosage;

b. Parents will authorize, in writing, school personnel to administer the medication using their best judgment as to need;

c. Under no circumstances will aspirin be given at school due to the possibility of Reyes Syndrome.

D. Medication administered by school personnel.

1. Medications are to be kept in centrally located, locked area and labeled with the name of the child, name of the medication, dosage, and when it is to be given.

2. Only the amount of medication necessary to cover daily dosage for the duration of treatment or a two week supply, whichever is less, will be left at school. When the medication is discontinued, the parent must notify the school and pick up any unused medicine. If it remains in the office for over a week, it will be destroyed.

3. Designated personnel, preferably the school nurse, will review and document requests for administering medication.

4. Administration of any medication shall be documented by the person administering the medicine in a designated log which will include the student's name, name of drug, time, dosage, etc.

5. Permission forms for the school to administer medication will be filled out and signed by the parent or guardian.

6. Parents or guardians are expected to bring the medication to the school. Students are not to bring the medication to school.

E. Self-Administered Medication. Students who have a valid medical need for medication on an as-needed basis (such as asthmatics, diabetics, and convulsive disorders) may be allowed to keep these medications with them if the following criteria are met:

1. The parent informs the office that they have self-administered medication with them and a note is made of the fact by the school administration.
2. The child is, in the parent's opinion, physically and mentally capable of assuming that responsibility and has been adequately instructed at home.
3. The medication is necessary to the child's health and must be taken during school hours.
4. Written permission from the parents and discussion with the school administration had been completed, so that he/she is aware of the situation and can monitor the child's status.

F. Medications in Emergencies. In case of students prone to suffer acute, life threatening allergic reaction to insect stings, food, or medication:

1. Appropriate school personnel will be made aware of the student's allergic condition.
2. Medications, as provided by the parent, will be kept in a predetermined place at the school. All personnel involved with the child will know its location.
3. The school will have Epi-pens available with appropriate directions for use if absolutely needed.
4. A clear emergency procedure will be outlined on the child's health record with a copy taped to the Epi-pen.
5. At least two staff members at that school will be instructed in the administration of said medication.
6. The student should wear a medic-alert emblem indicating his/her condition.

The above procedure will also be implemented for diabetics who need Glucagon and who have a written order from their physician and parental permission for such emergency care.

Adopted: December 11, 2002