

PROCEDURES FOR ADMINISTERING MEDICATION TO STUDENTS

1. In order for prescription medication to be administered, the District must receive the physician's written instructions and the written consent of the student's parent/guardian. No prescription medication shall be administered without both signatures.

Prescription medication must be supplied in a properly-labeled bottle. It must list the student's name, date, name of drug and exact dosage to be given.

2. In order for over-the-counter medication to be administered, the student's parent/guardian must supply written consent and instructions. No over-the-counter medication shall be administered without this information.
3. Designated school personnel shall supervise the student's taking of the medication at the appropriate times. Training directed by school nurse is required for all staff administering medications.
4. Accurate and confidential written records shall be established and maintained for each student receiving medication.
5. All written instructions must be renewed at the beginning of the school year and/or at any time a medication is changed.
6. Students may possess and self-administer an asthma inhaler if: (a) the student uses the inhaler before exercise to prevent the onset of asthmatic symptoms or uses the inhaler to alleviate asthmatic symptoms; and (b) the student has provided the office with written approval of the physician and if the student is a minor, the written approval of the parent/guardian.
7. Responsible students may possess and self-administer an emergency Epi-pen if the student has provided the office with written approval of the physician and if the student is a minor, the written approval of the parent/guardian.

FIRST READING: October 12, 2000

SECOND READING: November 9, 2000

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