

R 5330 ADMINISTRATION OF MEDICATION (M)

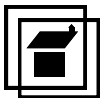
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A. Definitions

1. "Medication" means any prescription drug or over-the-counter medicine or nutritional supplement and includes, but is not limited to, aspirin and cough drops.
2. "Administration" means the taking of any medication by ingestion, injection, or application to any part of the body or the giving of direct physical assistance to the person who is ingesting, injecting, or applying medication.

B. Permission for Administration by a School Nurse or Registered Nurse

1. Permission for the administration of medication in school or at school-related events will be given only when the pupil's attendance depends upon the timely administration of medication in school or at school-related events.
2. Medication will not be administered to a pupil who is physically unfit to attend school or has a contagious disease. Any such pupil should not be permitted to attend school and may be excluded in accordance with Policy No. 8451.
3. A parent(s) or legal guardian(s)' request for the administration of medication in school must be made in writing and signed by the parent or legal guardian.
4. The parent(s) or legal guardian(s) must submit a statement written and signed by the pupil's physician that includes:
 - a. The pupil's name,
 - b. The name of the medication,
 - c. The purpose of its administration to the pupil for whom the medication is intended,



- d. The proper timing and dosage of medication,
 - e. Any possible side effects of the medication,
 - f. The time when the medication will be discontinued,
 - g. A statement that the pupil is physically fit to attend school and is free of contagious disease, and
 - h. A statement that the pupil would not be able to attend school if the medication is not administered during school hours.
5. The request for the administration of medication must be made to the Principal who may grant or deny the request. The Principal may consult with the school medical inspector and the school physician in making his/her final determination.
- a. An approved request will be signed by the Principal and given to the school nurse.
 - b. The parent(s) or legal guardian(s) will be informed of the reason for a denied request; a denied request may be appealed to the Superintendent.

C. Custodianship of Medication

1. All medications must be delivered to the school by the parent(s) or legal guardian(s).
2. All medications must be in original container, with prescription information affixed.
3. The school nurse shall be custodian of pupils' medication, which will be secured under lock and key under appropriate conditions.
4. Any unused medication must be picked up the pupil's parent(s) or legal guardian(s).



5. After reasonable efforts to have the parent(s) or legal guardian(s) retrieve the medication have failed, any unused medication that remains in the school at the end of the school year or two weeks after the pupil stops taking the medication, whichever first occurs, must be destroyed or discarded by the school nurse, in accordance with proper medical controls.

D. Administration of Medication

1. No medication shall be administered to or taken by a pupil in school or at school-sponsored event except as permitted by Board policy and this regulation.
2. Medication may be administered only by the school nurse or the pupil's parent(s) or legal guardian(s) or, under the limited circumstances described in Paragraph D4, the pupil. No other person, including a school nurse aide, is authorized by law or Board policy to administer medication to a pupil.
3. When a pupil attends a school-sponsored event at which medication may be required (such as an outdoor field trip or athletic competition) and the school nurse cannot be in attendance, the pupil's parent(s) or legal guardian(s) will be invited to attend. If neither the school nurse nor the parent(s) or legal guardian(s) can attend and risk that the pupil may suffer significant injury from lack of medication is substantial, the pupil may be excused from the event.
4. When medication must be routinely administered to a pupil at a time when the school nurse cannot be present in the school building and the parent(s) or legal guardian(s) cannot be present, the medication may be administered directly by the affected pupil, provided that:
 - a. The Principal, the pupil's parent(s) or legal guardian(s), the pupil's physician, and the school medical inspector all agree in writing that:
 - (1) The pupil is sufficiently mature and responsible to self-administer the medication, and
 - (2) The risk of improper medication is minimal; and



- b. The self-administration is observed and supervised by a teaching staff member trained by the school nurse in the proper administration of the medication

E. Emergencies

Any medical emergency requiring medication of pupils will be handled in accordance with Board Policy and implementing regulations of first aid and, as appropriate, the school medical inspector's standing orders for school nurses.

F. Records

The school nurse shall include in a pupil's health record:

1. The approved written request for the administration of medication;
2. A record of each instance of the administration of the medication;
3. Any side effects that resulted from the administration of medication; and
4. Whether the supply of medication was exhausted or the parent(s) or legal guardian(s) removed the medication or, if the parent(s) or legal guardian(s) failed to remove the medication, the medication was destroyed and the date on which that occurred.

G. Notification

1. The school nurse may provide the Principal and other teaching staff members concerned with the pupil's education progress with information about the medication and administration when such release of information is in the pupil's best education interest.
2. The school nurse will inform the pupil's parent(s) or legal guardian(s) of any difficulty in the administration of medication or any side effects.
3. The school nurse will report to the school medication inspector any pupil who appears to be adversely affected by the medication.

Adopted: 26 March 2010



REGULATION

GREAT MEADOWS REGIONAL BOARD OF EDUCATION

PUPILS

R 5330/Page 5 of 5

ADMINISTRATION OF MEDICATION (M)

