

ADMINISTRATION OF MEDICATIONS TO STUDENTS

Definitions

Authorized Prescriber – A healthcare provider licensed or otherwise authorized by state law to prescribe medication.

Diabetes Medical Management Plan – A document developed by the student's personal healthcare team that sets out the health services needed by the student at school and that is signed by the student's personal healthcare team and parent/guardian.

First Dose of Medication – The first dose of a specific type of medication that a student has never taken before.

Medications – FDA-approved prescription drugs and over-the-counter drugs.

General

Staff, students and all other individuals are prohibited from possessing or administering any medication, while on district grounds, on district transportation or during district activities, that is illegal pursuant to state or federal law.

The Board directs the superintendent or designee to employ, contract with and train the necessary personnel to administer medications to students. Medications will be administered at school only when it is not possible or effective for the student to receive the medication at home.

The district is not legally obligated to administer medication to students unless specifically included in a Section 504 plan or an individualized education plan (IEP). Parents/Guardians are encouraged to submit any relevant information regarding the medications their student needs, including a diabetes medical management plan or other information the district may use to develop an IEP, Section 504 Plan or individualized health plan (IHP). The district will review all information submitted by the parents/guardians and work with them to create a plan to meet the student's medical needs while at school or school activities. The district retains the right to reject requests for administering medication unless required by law to do so. The parent/guardian must assume responsibility for informing district personnel of any change in the student's health or change in medication.

Unless required by law to administer a medication to accommodate a disability, nurses who question the necessity of administering a particular medication during the school day may, after consultation with the superintendent or designee, require a written directive by the student's healthcare provider that states why the medication must be administered at school. The district may also refuse to

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administer any medication for other reasons listed in this policy. The district will not administer any medication that is not regulated by the U.S. Food and Drug Administration.

District personnel will not knowingly administer the first dose of any medication except for the medications that are only used in an emergency situation. The student should be under the care of the parent/guardian for a minimum of two hours after the first dose of any new medication prior to the student attending school.

The principal and nurse of a school are responsible for safe medication procedures that include:

1. Communication to parents/guardians regarding the medication policy.
2. Provision of safe, locked storage of medication to prevent misuse or accidental ingestion.
3. Education and supervision of personnel designated to administer medications on the proper use of medications, proper procedures for administering medications, effects of medications and proper disposal of unused medications and/or syringes.

In accordance with law, any trained or qualified employee will be held harmless and immune from civil liability for administering medication in good faith and according to standard medical practices. A qualified employee is one who has been trained annually by the school nurse to administer medication according to standard medical practices.

Exception for Potentially Harmful Administration

The district shall not knowingly administer medications in an amount exceeding the recommended daily dosage listed in the *Physician's Desk Reference (PDR)* or other recognized medical or pharmaceutical text or administer medications that are not FDA approved. In some cases, the district may receive a request from an authorized prescriber that is outside the aforementioned parameters. Such cases may include, but are not limited to, situations in which the district is being asked to administer a medication in a dosage that exceeds the highest recommended dosage listed in the current edition of the PDR or other recognized medical or pharmaceutical text. When a nurse receives a medication order believed to be excessive, the director of health services will be notified and the parent/guardian will be informed of process. The director of health services will contact members of the medical advisory committee by written or oral communication. Members of the medical advisory committee shall include, but are not limited to, the district physician, health services coordinator and school nurse. When a decision is made to administer or not administer medication, the parent/guardian will receive written notification within seven days of the decision. Alternative arrangements may be made by the parent/guardian for administration of medication to their child.

Medical Marijuana and Cannabidiol (CBD) Oil

The district does not permit the possession or administration of marijuana or marijuana-infused products for medicinal purposes on district property or at district events since these products are prohibited under federal law.

In accordance with state law, parents/guardians with a valid hemp extract registration card may possess CBD oil on district property for the purpose of administering it to their students who are less than 18 years old for the treatment of epilepsy. Students 18 and older with a valid hemp extract registration card may possess CBD oil on district property for the limited purpose of bringing it to the health office each day, where it will be stored with other medications and self-administered by the student for the treatment of epilepsy. Students who have an actual prescription for a medication containing CBD will be permitted to possess and self-administer the prescription medication in accordance with this policy.

When applicable, district staff may administer FDA-approved prescription medication containing CBD in the same manner used to administer other prescription medication.

Early Childhood, Elementary and Middle School Prescription Medication Guidelines

The student's authorized prescriber shall provide a written request that the student be given medication during school hours. The request shall state the name of the student, name of the medication, date prescribed, diagnosis, dosage, frequency of administration, route of administration, termination date for administering the medication and the authorized prescriber's name. When possible, the authorized prescriber should state any adverse effects and any applicable emergency instructions.

In lieu of the authorized prescriber's written request, the district may accept a prescription label properly affixed to the medication in question. The label must contain the name of the student, name of the medication, date, dosage, frequency of administration, route of administration and authorized prescriber's name.

Unless otherwise authorized in this policy, the parent/guardian will provide a written request that the district comply with the authorized prescriber's request to give medication.

The medication must be in the original container and be a current prescription with a proper label. A parent/guardian or responsible adult shall deliver the medication to the school in the current prescription bottle or original container.

Early Childhood, Elementary and Middle School Over-the-Counter Medication Guidelines

Students are not to bring any over-the-counter medication to school. Over-the-counter medications must be delivered by a parent/guardian or responsible adult in the original container and will be administered according to the affixed instructions on the label unless an authorized prescriber requests in writing that the medication be administered differently.

Three doses of over-the-counter medications may be given at school with written permission obtained from the parent/guardian. Administration of over-the-counter medications beyond three doses shall require a written order from the student's authorized prescriber. Administration of over-the-counter medications may be delegated to a qualified person following the nurse's assessment that the medication is appropriate and indicated in each instance.

The written order for medication must include the name of the medication, time interval, dosage, route of administration, specific indications for administration of the medication and any contraindication for giving the medication.

Unless otherwise authorized in this policy, written permission must be obtained from a parent/guardian to administer medications that have been ordered by the authorized prescriber. This permission must be renewed at least annually.

The parent/guardian will be notified, in advance when possible, when over-the-counter medications are administered.

District personnel do not provide any personal medications to students at any time.

High School Prescription Medication Guidelines

The student's authorized prescriber shall provide a written request that the student be given medication during school hours. The request shall state the name of the student, name of the medication, date prescribed, diagnosis, dosage, frequency of administration, route of administration, termination date for administering the medication and the authorized prescriber's name. When possible, the authorized prescriber should state any adverse effects and any applicable emergency instructions.

In lieu of the authorized prescriber's written request, the district may accept a prescription label properly affixed to the medication in question. The label must contain the name of the student, name of the medication, date, dosage, frequency of administration, route of administration and authorized prescriber's name.

Unless otherwise authorized in this policy, the parent/guardian will provide a written request that the district comply with the authorized prescriber's request to give medication.

Prescription medication that is to be taken for two weeks or less may be carried and self-administered by the student after receipt of written permission by a parent/guardian. Only a daily dose may be carried, and it must be in the prescription bottle or original container. However, controlled substances may not be carried or self-administered during school hours, on district grounds, while on district transportation or during district-sponsored activities. A parent/guardian must bring these medications to the school nurse.

Secondary students taking prescription medication on a daily basis for longer than two weeks must have a written request from the authorized prescriber, and the medication must be kept in a locked cabinet in the nurse's office.

High School Over-the-Counter Medication Guidelines

High School students may carry and self-administer a daily dose of over-the-counter medication if a parent's/guardian's written request is on file in the nurse's office. Over-the-counter medication that is to be given by the nurse must have a written request from an authorized prescriber on file in the nurse's office if more than three doses are to be given during the school year. The medication must be in the original container. District personnel do not provide any non-prescription medications at any time to students.

Possession and Self-Administration of Medication (K-12)

The district will permit a student to possess and self-administer medications in accordance with an IEP or Section 504 plan or in accordance with state law allowing students to possess and self-administer medications for a chronic health condition. Permission to possess and self-administer medications may be revisited if there is evidence that the student is not handling or administering the medication appropriately or that the student's actions may be harming his or her own health or the health and safety of other persons. Such permission is required for students to possess and self-administer medications while at school, at a district-sponsored activity and on district-sponsored transportation. Such permission shall be effective only for the same school and school year for which it is granted.

Students with Diabetes

Upon written request of the parent/guardian and upon authorization by a student's diabetes medical management plan, the district will permit a student with diabetes to perform blood glucose checks, administer insulin through the student's insulin delivery systems, treat hypoglycemia and hyperglycemia, and otherwise attend to the care and management of the student's diabetes. The district will permit the student to possess on his or her person at all times all necessary supplies and equipment to perform these monitoring and treatment functions. The student shall have access to a private area for performing diabetes care tasks should the parent/guardian or student request such access.

Students with Other Chronic Health Conditions

An authorized prescriber may recommend that an individual student with a chronic health condition assume responsibility for self-medication as part of learning self-care (i.e., inhalers used for asthma). Possession and self-administration of medication may be allowed if:

1. An authorized prescriber has ordered the medication.
2. The student has demonstrated proper self-administration technique to the school nurse.
3. The authorized prescriber has provided a written treatment plan for the condition for which the medication was prescribed or authorized that includes a certification that the student is capable of and has been instructed in the correct and responsible use of the medication and has demonstrated to the authorized prescriber or the prescriber's designee the skill level necessary to use the medication.
4. The student's parent/guardian has signed a statement authorizing self-administration and acknowledging that the district and its employees or agents will incur no liability as a result of any injury arising from the self-administration of such medication unless such injury is a result of negligence on the part of the district or its employees or agents.

Medication by Injection (Pre-K–12)

An individual healthcare plan (IHP) and emergency action plan (EAP) will be developed for all students with a known health condition such as allergies or diabetes that requires medication by injection (e.g., epinephrine, glucagon or insulin). The IHP and EAP will include the authorized prescriber's orders and parent/guardian authorization and will identify designated school personnel who are trained to administer the medication.

Emergency Medications

All student-occupied buildings in this district are equipped with prefilled epinephrine auto syringes. Additionally, all middle and high schools in the district are equipped with naloxone. The school nurse or another employee trained and supervised by the school nurse may administer this medication when they believe, based on training, that a student is having a serious or life-threatening reaction or episode. A prescription or written permission from a parent/guardian is not necessary to administer these medications in an emergency situation.

Epinephrine and naloxone will be administered only in accordance with written protocols provided by an authorized prescriber as indicated in the EAP or per district policy or procedure. Naloxone (brand name Narcan) will be administered by nurses and other trained employees to students suspected of having an opioid-related drug overdose. When any student exhibits symptoms of

anaphylactic shock, emergency medical services shall be called. The Board will purchase an adequate supply of prefilled epinephrine auto syringes and naloxone based on the recommendation of health services personnel, who will be responsible for maintaining adequate supplies based on previous use levels and replacing expired syringes and medications.

Consequences

Students who possess or consume medications in violation of this policy while on district grounds, on district transportation or during a district activity may be disciplined up to and including suspension or expulsion. Employees who violate this policy may be disciplined up to and including termination.

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Note: The reader is encouraged to check the index located at the beginning of this section for other pertinent policies and to review administrative procedures and/or forms for related information.

Adopted: 02/17/2015

Revised: 04/19/2016; 12/10/2019

Cross Refs: AH, Use of Tobacco Products and Imitation Tobacco Products
EBB, Communicable Diseases
EBBA, Illness and Injury Response and Prevention
KK, Visitors to District Property/Events

Legal Refs: Mo. Const., art. XVI § 1
§§ 167.621 - .635, .800 - .824, 192.945, .947, 335.016, .066, 338.059, 577.625, .628,
RSMo.
Davis v. Francis Howell Sch. Dist., 138 F.3d 754 (8th Cir. 1998)
DeBord v. Board of Educ. of Ferguson-Florissant Sch. Dist., 126 F.3d 1102 (8th Cir.
1997)

School District of Springfield R-XII, Springfield, Missouri