



## ADMINISTERING MEDICINES TO STUDENTS

Many students are able to attend school regularly only through effective use of medication in the treatment of disabilities or illnesses that do not hinder the health or welfare of others. If possible, all medication should be given by the parent(s) at home. If this is not possible, it is done in compliance with the following.

### Prescription Medications

1. Only employees of the Board who are licensed health professionals, or who are appointed by the Board and have completed a drug administration training program conducted by a licensed health professional and considered appropriate by the Board, can administer prescription drugs to students.

Annual diabetes training will be provided to all employees who volunteer or who “administering medications” is a part of their job description.

2. The school nurse or an appropriate person appointed by the Board supervises the secure and proper storage and dispensation of medications. The drug must be received in the container in which it was dispensed by the prescribing physician or others licensed to prescribe medication.
3. Any unused medication must be returned to the parent, guardian or emergency contact only or it will be properly discarded.
4. New request forms must be submitted each school year the medication is required.
5. Written permission must be received from the parent(s) of the student, requesting that the school nurse or an appropriate person comply with the physician’s order or licensed medical provider.
6. The school nurse or other designated individual must receive and retain a statement which complies with State law and is signed by the physician who prescribed the drug or other person licensed to prescribe medication.
7. The parent(s) must agree to submit a revised statement, signed by the physician or other licensed medical provider who prescribed the drug, to the nurse or other designated individual if any of the information originally provided by the physician or licensed individual changes.
8. No employee who is authorized by the Board to administer a prescribed drug and who has a copy of the most recent statement is liable in civil damages for administering or failing to administer the drug, unless he/she acts in a manner which would constitute “gross negligence or wanton or reckless misconduct.

9. No person employed by the Board is required to administer a drug to a student except pursuant to requirements established under this policy. The Board shall not require an employee to administer a drug to a student if the employee objects, on the basis of religious convictions or outside of the scope of their job description to administer the drug

### **Over-the-Counter Medications**

1. Only employees of the Board who are licensed health professionals, or who are appointed by the Board and have completed a drug administration training program conducted by a licensed health professional and considered appropriate by the Board, can administer FDA approved non-prescription medications upon the request of the parents.
2. Non-prescription medication must be administered from the school office/clinic or from a school sponsored event by the school nurse or school personnel designed by this policy as authorized to administer medication.
3. Written permission must be received from the parent(s) of the student, requesting that the school nurse or an appropriate person administer the non-prescription medication.
4. All requests for administering non-prescription medication must include written instructions including name of medication, name of child, dosage, and the time of medication to be administered and parent signature. Dosage may not exceed manufacturer's recommendation for the child's age and weight.
5. All non-prescription medication forms will be kept in the school clinic and made available to the school personnel designed by this policy as authorized to administer medication.
6. The drug must be brought to school by the parent, guardian, or emergency contact in the original container from the manufacturer.
7. Non-prescription medication must be labeled with name of child, dosage, and time of medication to be administered.
8. All non-prescription medication must be stored in lockable storage.
9. No student is allowed to provide or sell any type of over-the-counter medication to another student. Violations of the rule will be considered a violation of the school code of conduct.
10. Any unused medication must be returned to the parent, guardian or emergency contact only or it will be properly discarded.
11. New request forms must be submitted each school year the medication is required. The parent is responsible to communicate changes to the request for non-prescription drug administration by completing another form.

### **Inhalers for Asthma**

Students have the right to possess and use a metered-dose inhaler or a dry-powder inhaler to alleviate asthmatic symptoms or before exercise to prevent the onset of asthmatic symptoms. The right applies at school or at any activity, event or program sponsored by or in which the student's school is a participant.

In order for a student to possess the inhaler, he/she must have written approval from the student's physician and parent or other caretaker. The principal and/or the school nurse must have received copies of these required written approvals.

### **Epinephrine Autoinjectors**

Students are permitted to carry and use an epinephrine autoinjector (epi-pen) to treat anaphylaxis (severe allergic reactions). The right to carry and use an epi-pen extends to any activity, event or program sponsored by the student's school or activity, event or program in which the school participates.

Student possession of an epi-pen is permitted only if the student has written approval from the prescriber of the medication and, if a minor, from his/her parent. Written approval must be on file with the principal and, if one is assigned, the school nurse. In addition, the principal or school nurse must receive a backup dose of the medication from the parent or student.

### **Self-Care for Diabetics**

Students are permitted to perform diabetes care tasks, attend to the self-care and management of his/her diabetes during regular school hours, and at school-sponsored activities upon written approval from the student's physician or licensed medical provider and (if a minor) his/her parent/guardian. Students may perform these tasks in the classroom, in any area of the school, on school grounds, and at any school-sponsored activity. Students are permitted to possess, at all times, the necessary supplies and equipment to perform the tasks in accordance with the student's treating physician's orders. This right may be revoked if the student performs any care tasks or uses medical equipment for purposes other than the student's own care. The student is provided with a private area for performing self-care tasks if requested by the student, or student's parent/guardian.

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LEGAL REFS.: ORC 2305.23; 2305.231  
3313.64; 3313.7112; 3313.712; 3313.713; 3313.716; 3313.718  
3314.03; 3314.141  
OAC 3301-35-06

CROSS REFS.: EBBA, First Aid  
JFCH, Alcohol Use by Students  
JFCI, Student Drug Abuse