

### **ADMINISTERING MEDICATIONS POLICY**

The Board of Trustees of the Mountain Home School District recognizes that students attending the schools in this district may be required to take medication while at school, or school sponsored activities, either on a short-term or daily basis. The Board of Trustees will permit the dispensing of medication that is necessary for the health and well-being of students in schools in its jurisdiction. This policy is intended to provide for medication of a student to permit the student's attendance at school and is not intended to provide a treatment service.

A new physician's prescription and the Physician's Medication Orders for Dispensing of Medication in the School form is required for each new school year. The same applies to all non-prescription (over the counter) medications along with the Authorization for Dispensing Non-prescription Medication form.

Special arrangements need to be made to dispense medication for field trips and other extracurricular activities held off school premises.

All medications prescribed or over-the-counter medication(s), and medical supplies will be disposed of at the end of the school year in a safe and proper manner. Parent/guardians are encouraged to pick up all medications and such prior to disposal. The school district and school buildings will not be liable for the cost of replacement of any medications, the equipment to administer the medication, and medical supplies. Any medications that are expired will be disposed of in a safe and proper manner.

Parent/guardian of the student shall sign a statement acknowledging that the District shall incur no liability and that the parent/guardian shall indemnify and hold harmless the District and its employees or agents against any claims as a result of any injury arising from the self-administration of medication by the student.

Parent/guardians are encouraged to medicate their student prior to coming to school, but if a student must take medication during the school day, the following policy must be followed:

#### **SELF-ADMINISTRATION OF PRESCRIPTION INHALERS, EPINEPHRINE AUTO-INJECTORS, INSULIN, AND BLOOD GLUCOSE MONITORING SUPPLIES**

1. For the purposes of this section of the policy, "self-administration" means a student's use of medication, an epinephrine auto-injector, or of blood glucose monitoring supplies pursuant to prescription or written direction from a physician.
2. "Medication" means an epinephrine auto-injector, a metered-dose inhaler or a dry powder inhaler or insulin prescribed by a physician and having an individual label.
3. Any student for whom a physician or other authorized medical professional has prescribed  
1) a metered-dose inhaler or dry powder inhaler for treatment of asthma or other potentially

- life-threatening respiratory illness; 2) an epinephrine auto-injector for severe allergic reaction (anaphylaxis); 3) insulin; or 4) blood glucose monitoring supplies will be permitted to carry and to self-administer such medication, as prescribed by a physician, during the school day and at school-sponsored activities. The Physician's Medication Orders for Dispensing of Medication in the School form must be submitted to the school office. (IC 33-520).
4. A student who is permitted to self-administer medication consistent with this policy is permitted to possess and use a prescribed inhaler, epinephrine auto-injector, insulin, or blood glucose monitoring supplies at all times as prescribed by their physician during the school day and at school-sponsored activities.
  5. Universal Precautions: Universal precautions for the disposal of waste will be posted in the school and students and staff are required to comply with the guidelines. Any accidental pricks or punctures must be reported, and appropriate medical response accessed.
  6. A student who is self-administering medication consistent with this policy may be required to maintain a current duplicate of the prescription medication with the school administrator or front office.
  7. The student's parent/guardian must annually, at the beginning of each school year, notify in writing, that the student will be self-administering the medication and attach the notification to the Physician's Medication Orders for Dispensing of Medication in the School form, which was completed by the physician.
  8. Annually, at the beginning of each school year, the student's parent/guardian must provide a current treatment plan from the student's health care provider identifying the medication; dosage; symptoms, time lapse, or exposure that will necessitate administering the medication; frequency of use; and potential side effects.
  9. The parent/guardian is responsible for notifying the district of any changes to the student's medical condition that would impact the self-administration of medication.
  10. All notifications are good for one school year only. A new parental request is required for each new school year. All medication and medical supplies will be disposed of at the end of the school year.
  11. The parent/guardian may be requested to sign a release to allow district staff to communicate directly with the health care provider.
  12. The parent/guardian is responsible for insuring his/her student brings the medication to school, refill the medication as needed, and take the medication, medical supplies, inhalers, epinephrine auto-injectors, insulin, or blood glucose supplies home at the end of each school year.

13. The medication must be in its original container. The container label must clearly state the student's name, medication prescription number, medication name, doctor's name, dosage, and directions for dispensing.

### **OTHER PRESCRIPTION MEDICATIONS**

1. Any student for whom a physician or other authorized medical professional has prescribed medication during the school day and at school-sponsored activities must have that prescription accompany the Physician's Medication Orders for Dispensing of Medication in the School, as completed by the physician and the form must be submitted to the school office. (IC 33-520).
2. The parent/guardian of a student must annually, at the beginning of each school year, notify in writing that the student will be self-administering the medication and attach the notification to the Physician's Medication Orders for Dispensing of Medication in the School form to be completed by the physician for each student and for each medication dispensed at school. The form must be submitted to the office of the school being asked to administer the medication.
3. The student's parent/guardian must provide annually a current treatment plan from the student's health care provider identifying the medication; dosage; symptoms, time lapse, or exposure that will necessitate administering the medication; frequency of use; and potential side effects.
4. The medication must be in its original container. The container label must clearly state the student's name, medication prescription number, medication name, doctor's name, dosage, and directions for dispensing.
5. A record of dispensed medication will be kept in the *Medication Book* and signed by the personnel who dispensed the medication.
6. The parent/guardian is responsible for ensuring his/her student brings the medication to school, refills the medication as needed, and takes the medication and/or medical supplies home at the end of each school year.
7. All notifications are good for one school year only. A new parent/guardian request is required for each new school year. All medication and medical supplies will be disposed of at the end of the school year.

### **NON-PRESCRIPTION (OVER-THE-COUNTER) MEDICATIONS**

1. The parent/guardian of a student must request, in writing, that non-prescription medication be given during school hours using the district's Authorization for Non-Prescription Medication Dispensing form for each student needing medication either dispensed or self-

administered at school. A Physician's request for the non-prescription medication may be attached to this form for each medication to be administered. The form will be submitted to the office of the school being asked to administer the medication.

- The parent/guardian of a student must notify in writing that the student will be self-administering the non-prescription medication and attach the notification to the Physician's Medication Orders for Dispensing of Non-Prescription Medication in the School form to be completed by the physician or the parent for each student and for each medication dispensed at school. The form must be submitted to the office of the school.
  - Specific directions for dispensing the medication and the parent/guardian's signature must be received before any medication will be dispensed to the student or before the student self-administers the non-prescription medication.
  - All notifications are good for one school year only. A new parental request is required for each new school year. All medication and medical supplies will be disposed of at the end of the school year.
2. The medication must be in the original container and the student's name and directions for administering the medication must be written on the container.
  3. Non-prescription medications, such as aspirin or Tylenol, will not be provided to students. Students must supply their own non-prescription medications.
  4. Students in grades seven and above may keep and administer their own non-prescription medications as long as the Authorization for Non-Prescription Medication Dispensing form is on file in the office stating the name of the medication, the reason for taking it, and the dosage.
  5. For students in grades K-6, a record of dispensed medication will be kept in the *Medication Book* and signed by the personnel who dispensed the medication.

### **ADDITIONAL GUIDELINES**

1. Generally, medications should be dispensed to students before and/or after school hours under the supervision of the parent/guardian. Medications should only be dispensed at school only when necessary to meet the health needs of the student.
2. Parents/guardians are responsible for notifying the school, in writing, that the student requires medication on a regular or emergency basis and supplying the medications and instructions for dispensing the medications.
3. The district may require that the student's health care provider annually submit a current

treatment plan, identifying the medication, dosage, frequency of use, and side effects. The parent may be requested to sign a release to allow district staff to communicate with the health care provider.

4. The school will maintain a log of all medications dispensed.
5. It is recommended that medications that are not self-administered be kept in the school in a secured area in the school office.
6. It is the student's responsibility to come to the office at the appropriate time to take his or her medication unless a disability requires other procedures. For students in the lower elementary grade levels, an effort will be made to remind them when deemed necessary.
7. No medications, prescription or non-prescription, will be dispensed by teacher, secretary, or other personnel to a student without written permission from the student's parent/guardian and without the following applicable forms.
  - Physician's Medication Orders for Dispensing of Medication in the School form
  - Authorization for Non-Prescription Medication Dispensing form
  - Written notification from the parent/guardian informing them of their child taking medication self-administered or not, including the name of the medicine, the dosage, and dispensing information.
  - All forms and parental requests/notifications are good for one school year only. New forms and parental requests/notifications are required for each new school year.
8. All medications must be supplied by the student's parent/guardian. Non-prescription medications will not be supplied.
9. The school will not dispense non-prescription medications to lower a fever or pain. No medications, prescription or non-prescription, will be dispensed by school district personnel to a student without written permission from the student's parent/guardian.
10. Elementary students are not allowed to possess prescription or non-prescription medications, with the exception to those students who qualify under the section titled SELF-ADMINISTRATION OF PRESCRIPTION INHALERS, EPINEPHRINE AUTO-INJECTORS, INSULIN, AND BLOOD GLUCOSE MONITORING SUPPLIES, on district property or at district-sponsored events unless specifically authorized to do so by the building administrator.
11. Secondary students may keep and administer their own medication but are prohibited from bringing more than one (1) day's supply of the medication to school. A note from the

parent/guardian must be on file in the office or in the student’s possession identifying the medication and the dosage.

- 12. The parent/guardian is expected to provide an adequate supply of the medication to be dispensed, and to retrieve any unused medication at the end of the school year or at the withdrawal of the student. Medication that is not retrieved by the parent/guardian by the student’s last day of attendance during the school year will be disposed of by the district.
  - An effort will be made to remind parents/guardians to pick up excess medication at the end of the school year.
  - The office personnel will dispose of all medications left in the office one week after students are dismissed from school.
  
- 13. Mountain Home School District No. 193 and its employees will accept no responsibility for any ill effects that may result from medication dispensed to students while following this policy.

**LIMITATION OF LIABILITY**

No District policy or guidelines shall be interpreted to limit or detract from the immunities and other limitations on liability available under the law to nurses and other persons who engage in or assist with the administration of medication to students.



**LEGAL REFERENCE:**

- Idaho Code Sections
- 33-506(1)(3) – Organization and Government of Board of Trustees
- 33-512(4) – Governance of schools
- 33-520 – Policy Governing Medical Inhalers, Epinephrine Auto-Injectors, Insulin and Blood Glucose Monitoring Supplies

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