

**PROCEDURES FOR
ADMINISTERING NON-
INJECTABLE MEDICINES TO
STUDENTS**

Students may, subject to the provisions of this regulation, have non-injectable prescription or non-prescription medication administered by designated, trained school staff. Self-medication by students may also be permitted in accordance with this regulation.

(1) **Definitions.**

- (a) "Prescription medication" means any non-injectable drug, chemical compound, suspension or preparation in suitable form for use as a curative or remedial substance taken either internally or externally by a student under the written direction of a physician. Prescription medication does not include dietary food supplements.
- (b) "Nonprescription medication" means only commercially prepared, non-alcohol-based medication to be taken at school that is necessary for the student to remain in school. This shall be limited to eyes, nose and cough drops, cough suppressants, analgesics, decongestants, antihistamines, topical antibiotics, anti-inflammatories and antacids that do not require written or oral instructions from a physician. Non-prescription medication does not include dietary food supplements.
- (c) "Physician" means a doctor of medicine or osteopathy, a physician assistant licensed to practice by the Board of Medical Examiners for the State of Oregon, a nurse practitioner with prescriptive authority licensed by the Board of Nursing for the State of Oregon, a dentist licensed by the Board of Dentistry for the State of Oregon, an optometrist licensed by the Board of Optometry for the State of Oregon or a naturopathic physician licensed by the Board of Naturopathy for the State of Oregon. "Physician" also may include individuals licensed in the categories set out above by comparable licensing agencies in adjoining states.
- (d) "Student self-medication" means a student must be able to demonstrate the ability, developmentally and behaviorally to administer medication to himself or herself without requiring a trained school staff member to assist in the administration of the medication.
- (e) "Age-appropriate guidelines" means the student must be able to demonstrate the ability, developmentally and behaviorally, to self-medicate with permission from parent/guardian, building

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administrator, and in the case of a prescription medication, a physician.

- (f) "Training" means the instruction to be provided to designated school staff on the administration of prescription and nonprescription medication, based on requirements set out in guidelines approved by the Oregon Department of Education, including discussion of applicable District policies, procedures and materials.

(2) **Designated School Staff and Training.**

- (a) The building principal will designate school staff authorized to administer medication to students within individual school buildings and while participating at school-sponsored activities on or off district property. The building principal will ensure that building and activity practices and procedures are consistent with the requirements of law, Oregon Administrative Rules and this regulation.
- (b) The building principal will ensure the training required by law and Oregon Administrative Rules is provided. Training may be conducted by any physician licensed by the State of Oregon, a nurse licensed by the Board of Nursing of the State of Oregon or by others as deemed appropriate by the District in accordance with training program guidelines recognized by the Oregon Department of Education.
- (c) Training will provide an overview of applicable provisions of Oregon law, Oregon Administrative Rules, District Policy and Administrative Regulations and include, but not be limited to the following: safe storage, handling, monitoring medication supplies, disposing of medications, record keeping and reporting of medication administration and errors in administration, emergency medical response for life-threatening side effects and allergic reactions and student confidentiality. Materials as recommended and/or approved by the Oregon Department of Education will be used.
- (d) Training will be provided upon initial assignment to designated school staff authorized to administer medication to students. Subsequent training will be provided as necessary to meet changes in Oregon law, rules, training guidance or as otherwise deemed appropriate by the district.
- (e) A copy of the Board's policy and Administrative Regulation will be provided to all school staff authorized to administer medication to students and others as appropriate.

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- (f) A statement that the designated school staff member has received the required training will be signed by the staff member and filed in the District's Department of Human Resources office.
- (3) **Administering Medications to Students**. Requests for designated school staff to administer medication to students may be approved by the district as follows:
- (a) A written request for the district to administer prescription medication must be submitted to the school office and include:
- (A) The written signed permission of the parent/guardian
 - (B) The written instruction from the physician for the administration of the prescription medication to the student including:
 - (i) Name of the student;
 - (ii) Name of the medication;
 - (iii) Route;
 - (iv) Dosage;
 - (v) Frequency of administration; and
 - (vi) Other special instructions, if any.
 - (C) The prescription label will be considered to meet this requirement if it contains the information listed in I. - VI. above.
- (b) A written request for the district to administer non-prescription medication must be submitted to the school office and include:
- (A) The written signed permission of the parent;
 - (B) The written instruction from the parent for the administration of the nonprescription medication to the student including:
 - (i) Name of the student;
 - (ii) Name of the medication;
 - (iii) Route;
 - (iv) Dosage;
 - (v) Frequency of administration; and
 - (vi) Other special instruction, if any.
- (c) Medication is to be submitted in its original container, whenever practical. If medication is not in the original container, the parent must label the container with the appropriate information including

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the name of the medication, route, dosage, frequency of administration, etc.;

- (d) Medication is to be brought to and returned from the school by the parent for elementary students;
 - (e) It is the parent's responsibility to ensure that an adequate amount of medication is on hand at the school for the duration of the student's need to take medication;
 - (f) It is the parent's responsibility to ensure that the school is informed in writing of any changes in medication instructions;
 - (g) In the event a student refuses medication, the parent will be notified immediately. No attempt will be made to administer medication to a student who refuses district administered medication;
 - (h) Any error in administration of medication will be reported to the parent immediately. Errors include, but are not limited to, administering medication to the wrong student, administering the wrong medication, dose, time, route, etc.;
 - (i) Medication shall not be administered or self-medication allowed until the necessary permission form and written instructions have been submitted as required by the district;
 - (j) The school nurse or other health care professional shall review differences between parent written instructions and written physician orders.
- (4) **Self-Medication.**
- (a) Grades K-8. Self-medication of prescription and non-prescription medication is not allowed except in cases where a student must carry such medication on his/her person for immediate access. A parent permission form must be submitted for such self-medication. In the case of prescription medication, permission from the physician is also required. Such permission may be indicated on the prescription label. Building principal permission is required for all such self-medication requests.
 - (b) Grades 9-12. Self-medication of prescription and non-prescription medication may be allowed subject to the following:
 - (A) A parent permission form must be submitted for self-medication of all prescription and non-prescription medications. In the case of prescription medications, permission from the physician is also required. Such permission may be indicated on the prescription

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label. Building principal permission is required for all such self-medication;

- (B) Students who are developmentally and/or behaviorally unable to self-medicate will be provided assistance by designated school staff. A permission form and written instructions will be required as provided in Section 3a., and b. above;
 - (C) All prescription and non-prescription medication must be kept in its appropriately labeled, original container, as follows:
 - (i) Prescription labels must specify the name of the student, name of the medication, dosage, route and frequency or time of administration and any other special instruction including student permission to self-medicate;
 - (ii) Non-prescription medication must have the student's name affixed to the original container.
 - (D) The student may have in his/her possession only the amount of medication needed for that school day unless as otherwise approved by the school nurse, in consultation with the Building principal;
 - (E) Sharing and/or borrowing of medication with another student is strictly prohibited.
- (c) Permission to self-medicate may be revoked if the student violates the Board's policy governing administering non-injectable medicines to students and/or this regulation. Additionally, students may be subject to discipline, up to and including expulsion, as appropriate.
- (5) **Handling, Storage, Monitoring Medication Supplies.**
- (a) Medication administered by designated school staff must be delivered by the parent to the school, in its original container, accompanied by the permission form and written instructions, as required above.
 - (b) Medication in capsule or tablet form and categorized as a sedative, stimulant, anti-convulsant, narcotic analgesic or psychotropic medication will be counted by designated school staff in the presence of another school employee upon receipt, documented in the student's medication log and routinely monitored during storage and administration. Discrepancies will be reported to the building principal immediately and documented in the student's medication log. For such medication not in capsule or tablet form, standard measuring and monitoring procedures will apply.

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- (c) Designated school staff will follow the written instructions of the physician and parent and training guidelines as may be recommended by the Oregon Department of Education for administering all forms of non-injectable medications.
 - (d) Medication will be secured as follows:
 - (A) Non-refrigerated medications will be stored in a locked cabinet, drawer or box;
 - (B) Medications requiring refrigeration will be stored in a locked box in a refrigerator;
 - (C) Access to medication storage keys will be limited to the building principal and designated school staff.
 - (e) Designated school staff will be responsible for monitoring all medication supplies and for ensuring medication is secure at all times, not left unattended after administering and that the medication container is properly sealed and returned to storage.
 - (f) In the event medication is running low or inadequate dosage is on hand to administer the medication, the designated school staff will notify the parent immediately.
- (6) **Emergency Response.**
- (a) Designated school staff will notify 911 or other appropriate emergency medical response systems and administer first aid as necessary in the event of life-threatening side effects that results from district administered medication or from student self medication. The parent and building principal will be notified immediately.
 - (b) Reactions that result from district administered medication or from student self-medication will be reported to the parent immediately.
- (7) **Disposal of Medications.**
- (a) Medication not picked up by the parent at the end of the school year or within five school days of the end of the medication period, whichever is earlier, will be disposed of by designated school staff in a non-recoverable fashion as follows:
 - (A) Medication in capsule, tablet or liquid form will be flushed;
 - (B) Other medication will be disposed of in accordance with established training procedures.

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(b) All medication will be disposed of by designated school staff in the presence of another school employee and documented as described in 8(a) below.

(8) Documentation and Record Keeping.

(a) A medication log will be maintained for each student-administered medication by the district. The medication log will include but not be limited to:

- (A) The name, dose and route of medication administered, date, time of administration and name of the person administering the medication;
- (B) Student refusals of medication;
- (C) Errors in administration of medication;
- (D) Emergency and adverse reaction incidents;
- (E) Discrepancies in medication supply;
- (F) Disposal of medication including date, quantity, manner in which the medication was destroyed and the signature of the school staff involved.

**Designated school staff may note incident by symbol in medication log and attach detailed documentation as necessary.

(b) All records relating to administration of medicines, including permission slips and written instructions, will be maintained in a separate, medical file apart from the student's education records file unless otherwise related to the student's educational placement and/or individualized education plan. Records will be retained in accordance with applicable provisions of OAR 166-414-0010 (22), (23) and (24).

(c) Student medical files will be kept confidential. Access shall be limited to those designated school staff authorized to administer medication to students, the student and his/her parents. Information may be shared with school staff with a legitimate educational interest in the student or others as may be authorized by the parent in writing.

Policy Implemented: 4.50.026-P

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