

SECTION: PUPILS

TITLE: USE OF MEDICATIONS

ADOPTED: August 14, 2002

REVISED:

PORTAGE AREA SCHOOL DISTRICT

210. USE OF MEDICATIONS	
1. Purpose	<p>The Board shall cooperate with parents/guardians and their medical practitioners in giving prescribed medications when these must be taken during school hours.</p> <p>Ideally, all medication should be given at home. It is also recognized that at the present time many students are able to attend regular school because of the effectiveness of medication in the treatment of chronic physical/mental challenges and illness. However, any student who is required to take medication during the regular school day must comply with school regulations.</p>
2. Definition	<p>For purposes of this policy, medication shall include all medicines prescribed by a physician and any over-the-counter medicines.</p>
3. Authority SC 510 Title 22 Sec. 12.41	<p>Before any medication may be administered to or by any student during school hours, the Board shall require the written request of the parent/guardian, giving permission for such administration and relieving the Board and its employees of liability for administration of medication.</p>
4. Delegation of Responsibility	<p>The Superintendent or designee, in conjunction with the head nurse, shall develop procedures for the administration and self-administration of students' medications.</p> <p>All medications shall be administered by the school nurse or other authorized school personnel, or self-administered by the student upon written request.</p> <p>All district employees involved in administering or supervising of self-administration of medication shall receive appropriate training from the school nurse before performing this responsibility.</p> <p>Building administrators and the head nurse shall review regularly the procedures for administration and self-administration of medications and shall evaluate recordkeeping, safety practices, and effectiveness of this policy.</p>

<p>5. Guidelines</p>	<p>The district shall inform all parents/guardians, students and staff about the policy and procedures governing the administration of medications.</p> <p><u>Prescription Medication</u></p> <p>Any student who is required to take medication during regular school hours must comply with the following guidelines. These guidelines include:</p> <ol style="list-style-type: none">1. Students prescribed temporary medication such as antibiotics, steroids, cough syrups or long term medication, such as asthma inhalers, Ritalin, or methylphenidate.<ol style="list-style-type: none">a. Written request from the physician to the school officials/health office ordering medication to be administered to the student. Included in the request must be the name of the student, name of the medication, dosage ordered, time to be administered, diagnosis, and any possible side effects. Any special instructions to the school health office should also be included.b. Parent/Guardian signature requesting that medication be administered as prescribed by the physician is required. The designated form must be completed and must accompany the medication before any medication will be administered by the school nurse or other authorized school personnel.c. All medication must be in the original prescription bottle with current date and name of the student on the bottle. A refrigerator is available if required.d. All medication must be brought to the nurse's office or main office. No medication is to be kept in the student's possession or locker.e. The school nurse will communicate with the physician if there are any questions surrounding the medication dose, frequency, side effects, or other issues related to the dispensing of medication to the student. <p><u>Nonprescription Medication</u></p> <p>The administration of nonprescription medication is discouraged and can usually be avoided by adjusting the time schedule around school hours. If it is absolutely necessary for a student to receive nonprescription medication during school hours,</p>
----------------------	--

such as over-the-counter cough syrup, lozenges, pain – analgesics (Tylenol/Motrin), it will be administered by the school nurse or other authorized personnel only under the following conditions:

1. Receipt of written request or authorization from the parent/guardian. A form may be obtained from the nurse's office. The form must be completed and must accompany the over-the-counter medication before it will be administered by authorized personnel.
2. Included within the request must be the name of the student, name of the medication, dosage and frequency of administration.
3. All medication must be sent to school in the original unopened container; also, parent/guardian requests will not exceed the package recommendations.
4. Medication sent to school in envelopes, plastic containers, or baggies will not be accepted and the student will not receive medication that day.

Any medication to be administered during the school day must be taken to the nurse's office or the main office as soon as the student/parent/guardian arrives in the school building. Students are not permitted to carry pills or any medication during school hours.

Student Self-Administration

To self-administer medication, the student must be able to:

1. Respond to and visually recognize his/her name.
2. Identify his/her medication.
3. Measure, pour and administer the prescribed dosage.
4. Sign his/her medication sheet to acknowledge having taken the medication.
5. Demonstrate a cooperative attitude in all aspects of self-administration.