

# BLOOMING PRAIRIE SCHOOL DISTRICT #756

## SCHOOL MEDICATION POLICY

Adopted: August 19, 2013

### I. PURPOSE

The purpose of this policy is to set forth the provisions that must be followed when administering medication to students at school. Medications include over the counter, prescription, and emergency medications.

### II. GENERAL STATEMENT OF POLICY

The school district acknowledges that some students may require medication during the school day. This medication enables students to remain in school and participate in their education. Although, the school believes that medication should be given outside of school hours whenever possible; the district will provide administration of medication for any student if the parent/legal guardian is willing to comply with requests for authorization and provision of information. The school district's licensed school nurse, trained secretarial staff, principal, or teacher will administer prescribed medications in accordance with law and school district procedures.

### III. REQUIREMENTS

- A. The administration of medication at school requires a complete signed request from the student's parent and licensed prescriber.
- B. A 'School Medication Physician order & Parent Authorization' form must be completed once per school year and/or when a change in the prescription or requirements for administration occurs.
- C. Prescription medication must come to school in the original container labeled for the student by a pharmacist in accordance with law and must be administered in a manner consistent with the instructions on the label. An adult needs to deliver the medication to the health office unless an alternative safe plan has been established with the school nurse. A parent/guardian is asked to bring in one month supply of controlled substances as the medication will be initially counted by two individuals (nurse, staff, or parent) and then counted bi-weekly after that by the nurse. Over

the counter medication must be brought in the original purchased container with the student's name written on it.

- D. The school nurse may request to receive further information about the medication, if needed, prior to administration of the substance. The school district retains the discretion to reject requests for administration of medication, and requests for other than inhalers or oral medications (ie: eye drops, gastrostomy tube medications, rectal medication, eye/ear drops, or emergency medications) will be dealt with individually on a one-to one basis.
- E. Medications are not to be carried by the student but will be left with the appropriate school district personnel. Exceptions to this requirement are: prescription asthma medications self-administered with an inhaler (See Part L.5 below), prescription non-syringe injectors of epinephrine (see part L.6. below), and medications administered as noted in a written agreement between the school district and the parent or as specified in an IEP (individualized education program), Section 504 plan, or IHP (individual health plan). Medication will be kept in a locked cabinet, file, or drawer. Any exceptions to this policy must be cleared with the school nurse.
- F. The school must be notified immediately by the parent, or student 18 years or older, of any change in the student's prescription medication administration. A new medical authorization and container label with new pharmacy instructions shall be required immediately as well or as soon as the pharmacy is able to issue a new prescription. The school may be notified verbally by the parent, or student 18 years or older, if a medication order is to be discontinued.
- G. It is the teacher's and parent's responsibility to inform the school nurse of a field trip prior to the day of the event. The teacher, or other responsible adult, can carry and administer the medication on the field trip as necessary, following school procedure.
- H. Medication transfer between parents sharing custody of a student will not be the responsibility of the school staff. Medications given outside the parameters of the school day by parents will be managed, transported, and handled outside the school day. No storage of pills in backpacks, with teachers, or in the health office, will be allowed when a child goes between parental homes during the school week.

- I. For medication used children with a disability, administration may be as provided in the IEP, Section 504 plan or IHP.
- J. The school nurse, or other designated person, shall be responsible for the filing of the Medication Physician Order and Parent Authorization form in the health records section of the student file. The school nurse, or other designated person, shall be responsible for providing a copy of such form to other personnel designated to administer the medication.
- K. Procedures for administration of medicine at school and school activities shall be developed in consultation with a licensed school nurse or a public or private health organization or other appropriate party (if appropriately contracted by the school district under Minn. Stat. 121A.21).
- L. Specific Exceptions not governed by this policy:
  1. Special health treatments and health functions such as catheterization, tracheostomy suctioning, and gastrostomy feedings do not constitute administration of medicine.
  2. Emergency health procedures, including emergency administration of medicine are not subject to this policy;
  3. Medicine provided or administered by a public health agency to prevent or control an illness or a disease outbreak are not governed by this policy;
  4. Medicines used at school with services for which a minor may give effective consent are not governed by this policy;
  5. Medicines that are prescriptions asthma or reactive airway disease medications self-administered by a student with an asthma inhaler if:
    - a. the school district has received a written authorization from the pupil's parent and licensed provider permitting the student to self-administer the medication.
    - b. the inhaler is properly labeled for that student; and
    - c. the parent has not requested school personnel to administer the medication to the student.

The parent and licensed prescriber must submit written authorization for the student to self-administer the medication each school year. In a school that does not have a school nurse or school nursing services, the student's parent or guardian must submit written

verification from the prescribing professional which documents that an assessment of the student's knowledge and skills to safely possess and use an asthma inhaler in a school setting has been completed.

If the School District employs a school nurse, or provides school nursing services under another arrangement, the school nurse or other appropriate party must assess the student's knowledge and skills to safely possess and use an asthma inhaler in a school setting and enter into the student's school health record a plan to implement safe possession and use of asthma inhalers.

6. Prescription and non-syringe injectors of epinephrine, consistent with state law, if the parent and prescribing medical professional annually inform the pupil's school in writing that:
  - a. The student may possess non-syringe injectors of epinephrine; or
  - b. The pupil is unable to possess the epinephrine and requires immediate access to non-syringe injectors of epinephrine that the parent provides, properly labeled, to the school for the pupil as needed.
7. Medication:
  - a. that are used off school grounds;
  - b. that are used in connection with athletics or extracurricular activities; or
  - c. that are used in connection with activities that occur before or after the regular school day are not governed by this policy.

M. "Parent" for students 18 years old or older is the student. "Parent" for younger students can be the biological parent or a legal guardian.

**Legal references:**

Minn. Stat. 13.32 (Student Health Data)  
Minn. Stat. 121A.21 (Hiring of Health Personnel)  
Minn. Stat. 121A.22 (Administration of Drugs And Medicine)  
Minn. Stat. 121A.221 (Possession and Use of Asthma Inhalers by Asthmatic Students)  
Minn. Stat. 121A.2205 (Possession and use of non-syringe injectors of epinephrine)

Minn. Stat. 151.212 (Label of Prescription Drug Containers)

20 U.S.C. 1400, *et seq.* (IDEA)

29 U.S.C. 794, *et seq.* (Section 504)

**Cross References:** MSBA/MASA Model Policy 418 (Drug-Free Workplace/Drug-Free School)

Submitted by: Kay Zellmer, RN 8/9/13