

**POLICY:** MEDICATION ADMINISTRATION IN SCHOOLS  
**REVISION DATES:** JUNE 1997, JANUARY 2003, JANUARY 2004, MAY 2007, APRIL 2010, APRIL 2014, FEB. 2015  
**LATEST REVISION:** JANUARY 2016

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**PURPOSE:** To set forth the provisions that must be followed when administering both prescription and nonprescription medication during the school day and to also assure safe and proper administration of medication to the student at school in accordance with Minnesota Statute 126.201

1. This policy includes BOTH prescription AND over-the counter (OTC) medications with the exception of acetaminophen (i.e Tylenol).
  - a. Acetaminophen may be given with a completed parent authorization form per a physician's standing order. This medication will be kept in the Elementary/High School office.
2. The **Medication/Treatment Practitioner Order and Parent Authorization Form** must be completed by the parent/legal guardian AND physician BEFORE any medication will be given in the school. All medication must be accompanied by this form.
3. Minnesota State Law (Minnesota Statute 126.201) requires medications which are administered at school must be in a prescription bottle properly labeled by a pharmacist or physician. The label on the bottle must match the practitioner's order on the above order/authorization form. A duplicate bottle can be obtained from the pharmacist upon request. If the medication dosage requires the pill to be cut in half, the medication must be brought to the school already split.
4. Over-the counter (OTC) medication must be brought in to the office in the original, sealed, purchased container marked with the student's name and must be administered in a manner consistent with the instructions on the label.
5. Requests for students to self-administer/carry medications will be dealt with on a case by case basis by the school nurse. These students must also have the medication/authorization form filled out by a practitioner, parent/legal guardian, and must be on file in the Health Office. Students without prior approval observed by school personnel to be self-administering medications will be reported to the principal.
  - a. According to Minnesota Statute 121A.221, secondary students with asthma or a restrictive airway disease are permitted to carry prescription inhalers to self-administer medication for the treatment of airway management when they have a physician's medication order and written authorization by physician and parent/legal guardian by filling out completely the **Self-Administration of Medication Authorization Form**. All the above must be on file in the high school office. This form must be completed each school year and whenever there is a change in medication, dosage or administration of medication. The school nurse must assess the student's knowledge and skills to safely possess and use an inhaler in the school setting. A **Student Agreement for Self-Administration of Medication Form** must be filled out by the school nurse and student prior to its use in school. The inhaler must be properly labeled by a pharmacist with information including: Student's name, name of medication, dose, frequency, and directions of use that must match the physician's order in the high school office.
    - i. The school district prefers that an additional inhaler is provided to the high school office in case of an emergency in the instance when the student is not able to provide information on the location of the (self-carried) inhaler.

6. According to Minnesota Statute 121A.222 (2015), a secondary student may self-carry and use over-the-counter analgesic with written parental/legal guardian authorization, and school nurse assessment. If the school nurse assesses that it is appropriate, a request will be made for a physician's order.

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With all appropriate documentation in place, the school nurse and student will draw up a written contract (see forms: **Self-Administration of Medication Authorization** and **Student Agreement for Self-Administration of Medication**) regarding proper administration of this medication. No request for self-carrying or self-administration will be honored if dosage exceeds the recommendations on the manufacturer's label unless authorized by a physician. This privilege can be discontinued if medications are shared with other students or not taken as authorized by parent/legal guardian and school contract.

7. For the parent/legal guardian and the student's protection, all medication, including prescription and non-prescription, must be brought to and taken home from school by a parent/legal guardian. Students are not authorized to bring any form of medication to school without being accompanied by a legal guardian/parent.
8. Since giving medications to students may present potential problems, it is preferred that medications be given at times outside of school hours, if possible. If not possible, trained staff will assist students and parent/legal guardian with this responsibility in attempt to assure proper administration of medication to the student.
9. Students requiring medication at school shall be identified by a parent/legal guardian to the nurse, secretary, principal or teacher.
10. The parent/legal guardian of the student shall assume responsibility for informing the Health Office of any changes to the student's medication. Medication dosage changes must be prescribed by the practitioner and the **Medication/Treatment Practitioner Order and Parent Authorization Form** must be completed stating these changes. A new container label with new pharmacy instructions will be required immediately. When circumstances warrant, the practitioner may provide verbal medication orders or changes of dosage to the school nurse only. Verbal orders must be followed by written authorization within 24 hours.
11. All written medication authorizations are effective for the current school year only. All medications not used by the end of the school year, if not picked up by parent/legal guardian will be disposed of by the school nurse following school policy.
12. This policy covers medication administration during the school day. It does not cover the administration of medications that are used off school grounds, that are used in connection with athletics or extracurricular activities or that are used in connection with activities that occur before or after the regular school day.
13. Medications will be locked in a cabinet, file, or drawer. Any exceptions to this rule must be cleared with the school nurse.
14. Any medication administered by school personnel, other than oral or inhalers (i.e. eye or ear drops, injection, insulin, gastrostomy tube, rectal, emergency medications, oxygen) must be dealt with on a case-by-case basis with the school nurse, parent/legal guardian, practitioner, and school personnel. The school district retains the discretion to reject requests for administration of medication.
15. Field trips: Planning for students with conditions that require medication on field trips will be done on an individual basis PRIOR to the day of the field trip with the help of the parent/guardian. It is the teacher and parent's responsibility to inform the Health Office in advance of the trip. The teacher or other responsible adult can carry and administer the medication on the field trip, as necessary, following school procedures.