

FLEETWOOD AREA SCHOOL DISTRICT

SECTION: PUPILS

TITLE: USE OF MEDICATIONS

ADOPTED: February 16, 2010

REVISED:

210. USE OF MEDICATIONS	
1. Purpose	The Board shall not be responsible for the diagnosis and treatment of student illness. The administration of prescribed medication to a student during school hours in accordance with the direction of a parent/guardian or family physician will be permitted only when failure to take such medicine would jeopardize the health of the student or the student would not be able to attend school if the medicine were not available during school hours.
2. Definition	For purposes of this policy, medication shall include all medicines prescribed by a physician and any over-the-counter medicines.
3. Authority SC 510 Title 22 Sec. 12.41	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, and the written order of the prescribing physician, which shall include the purpose of the medication, dosage, time at which or special circumstances under which the medication shall be administered, length of period for which medication is prescribed, and possible side effects of medication.
4. Delegation of Responsibility	<p>The Superintendent or designee, in conjunction with the head nurse, shall develop administrative regulations for the administration and self-administration of students' medications.</p> <p>All medications shall be administered by the school nurse or designee, 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>Parents/Guardians should confer with the student's physician to arrange medication time intervals to avoid school hours, whenever possible. For example, generally a medication given three (3) times a day can be given before school, after school, and at bedtime. All medication that can be given at home should be given at home. Whenever medication absolutely must be given during school hours, the following guidelines must be followed:</p> <ol style="list-style-type: none">1. Medication must be sent to school in the original container in which it was purchased, with a pharmacy label indicating the student's name, the name of the medication and the date and time the medication is to be given.2. If any information on the label changes, a doctor's note or a new pharmacy label with the changes must be provided to the school nurse immediately. A fax of the information shall be accepted.3. Written permission from the doctor must be provided and signed by the parents/guardians. The designated district form may be used. If the doctor's office provides another form, it must include the student's name, name of medication, dosage of medication, and time of administration. If the parent/guardian does not have the form, the nurse may contact the physician for him/her to fax a copy of the form for the medication to be administered at school. No medication shall be administered without a written order from a doctor. <p>Any medication should be given directly to the school nurse or to the school secretary.</p> <p>Over-the-counter (OTC) medications may be brought to school in the original container by the student, but must be brought directly to the health room at the beginning of the school day. The student's name should be written on the container. Parents/Guardians should check with the school nurse before sending OTC medications to school, because several are available by school physician's standing order.</p> <p>All OTC medications shall need written permission from a doctor.</p> <p>In accordance with the standing orders of the school physician, the school nurse may administer certain OTC substances if the parent/guardian has completed and signed the Student Personal Data Record (emergency contact form, updated annually).</p>
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Pol. 210.1	<p>No medication is to be kept in the student's possession, with the exception of EpiPens, inhalers, and any substance that a physician deems necessary for emergency treatment of a health condition. In order to keep the inhaler or EpiPen in his/her possession, Board policy must be followed.</p> <p>A medication log shall be kept for any student receiving prescription and nonprescription medication during school hours.</p> <p>All medication will be in a locked cabinet in the nurse's room.</p> <p><u>Injectable Medications</u></p> <ol style="list-style-type: none">1. Medications to be given by injection shall be given only by the school nurse, or by the student if s/he has been properly instructed, and has a note or completed physician release to self-medicate.2. Injectable medications must comply with the policy issued for oral medications. <p><u>Field Trips</u></p> <ol style="list-style-type: none">1. Teachers must notify the school nurse of impending field trips two (2) months prior to distribution of permission forms. A Field Trip Medication Form shall be attached to each field trip permission form and returned to the school nurse when completed.2. For those students who will need to take medications during the field trip, the designated form shall be issued for completion by parents/guardians. The nurse will prepare a medication envelope labeled with:<ol style="list-style-type: none">a. Student name.b. Medication.c. Dose.d. Time to administer. <p>This envelope shall be presented to the teacher/trip chaperone to dispense to the student.</p>
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3. Parents/Guardians must return the medication and the designated form to the school nurse two (2) days before the field trip. For overnight field trips, essential medications will be sent in the original container with the number of doses required for the trip.
4. When the designee administers the medication, s/he will sign the medication envelope and return it to the school nurse.

The school physician shall establish and review yearly a list of standing orders for medications that can be used by the school nurse to treat minor illnesses and injuries. Parents/Guardians shall give written permission for the use of any or all of the standing medications.

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.

References:

School Code – 24 P.S. Sec. 510, 1402

State Board of Education Regulations – 22 PA Code Sec. 12.41

Board Policy – 000, 210.1