

---

**ADMINISTERING MEDICATIONS TO STUDENTS IN SCHOOL**

---

The administration of medications in schools is limited and controlled by law—Title 20-A MRSA, 254(5), 4009(4) – and is specifically addressed by this policy.

This policy is based on the following:

- A. The dispensing of medicines on school premises should be discouraged. Whenever possible, the schedule of drug administration should be altered to allow a student to receive all prescribed doses outside of school.
- B. Administering medications in school will be allowed, subject to the conditions of this policy, when, in the opinion of the attending licensed health care provider, a student would be unable to attend school without medication being received during the school day.
- C. “Medication” is defined in the school policy as “all medication prescribed by a licensed health care provider for a particular student.” This is interpreted to include prescription and non-prescription drugs, over the counter remedies, as may be described in medical written orders.
- D. Medication is to be administered and documented by the school nurse when available, or by a building principal or other trained, unlicensed designee.
- E. A REQUEST FOR ADMINISTERING MEDICATIONS IN SCHOOL (Form JHCD-1) must be signed by the parent/guardian and the private licensed health care provider for review and approval by the school nurse.
- F. A copy of this policy with any procedural information needed for compliance shall be made available to the parents and students upon request.
- G. Parents/guardians are encouraged to come to the school to medicate their children.

**THE FOLLOWING PROCEDURES ARE TO BE STRICTLY FOLLOWED IN ADMINISTERING MEDICATIONS TO STUDENTS IN THE SCHOOL:**

- 1. The parent/guardian is to provide a completed REQUEST FOR ADMINISTERING MEDICATIONS IN SCHOOL (Form JHCD-1). It requires:
  - a. Parental signature of request and informed consent for the administration of medication by the school nurse or unlicensed personnel. (principal/designee)
  - b. Written orders and signature of the prescribing licensed health care provider for all prescription medications.
- 2. The parent/guardian is responsible for delivery of the medication in the original prescription container, appropriately labeled by the pharmacy, and containing no more than the amount of medication necessary to comply with the written order. Children at



the elementary level may transport medication with permission from the licensed health care provider and parent and with notification to the school nurse.

3. A secured, locked space in the nurse's office or school office will be provided for safe storage of medication. It will be kept locked at all times except during the actual administration of medication.
4. Upon receipt from the parent/guardian, the school nurse will review Form JHCD-1 for completeness and clarity.
5. Medication records are maintained by the school nurse and will be filed in the student's permanent health record.
6. In the event that the dosage or frequency is to be changed, documentation from the licensed health care provider will be required.
7. The school nurse shall, at least annually train all designated unlicensed personnel who may administer medications in accordance with this policy. Basic procedures, including but not necessarily limited to the following, shall be included:
  - a. Location of medications and medication records, and how to follow instructions for administration, documentation of medication.
  - b. That the medication is to be administered and taken in as private a situation as is practical;
  - c. That the child be observed as the medication is taken.
8. In the event that medication must be administered to a student who is off school premises (e.g. field trip, job site), the school nurse will prepare the prescribed dosage of medication in a labeled container. A designee trained in the administration of medication will administer the medication.
9.
  - a. A student in grades pre-K through three may possess and self-administer emergency medication from an asthma inhaler or an epinephrine pen with the prior written approval of the student's primary health care provider and the prior written approval of the student's parent or guardian. The student's parent or guardian must submit written verification to the school from the student's primary health care provider confirming that the student has the knowledge and the skills to safely possess and use an asthma inhaler or an epinephrine pen. The school nurse shall evaluate the student's technique to ensure proper and effective use of an asthma inhaler or an epinephrine pen in school. If the student is not able to demonstrate the knowledge and skills to safely possess and use an asthma inhaler or an epinephrine pen to the nurse's satisfaction, then permission to do so will be denied.
  - b. Children in grades four through twelve may self-administer single-dose medications (e.g., inhalers, non-prescription pain relievers, etc.) with permission from the parent/guardian.
10. Prescription pain medication will not be administered by school personnel. Students are not allowed to have prescription pain medications in their possession (e.g., Vicodin, Tylenol #3, Percocet, etc.)

ADOPTED: September 2, 2003

REVISED: March 25, 2009

