

STUDENT PERSONNEL MEDICATION POLICY

I. Purpose

The purpose of this policy is to set forth the provision that must be followed for safe and efficacious administration of prescription and nonprescription medication to students at school.

II. General Statement of Policy

- A. It is generally recognized that some students may require medication for chronic or short-term illness or health conditions during the school day. The school district's licensed school nurse, health paraprofessional, principal, or teacher will administer the prescribed medications in accordance with law and school district procedures. The medication enables students to remain in school and participate in their education.
- B. Although the school believes that medication should be given outside of school hours whenever possible, the district will provide safe administration of medication for any student if the parent/legal guardian is willing to comply with requests for authorization and provision of information.
- C. Self-administration of medication may be allowed if certain conditions are met.

III. Procedural Requirements

- A. According to Minnesota Statutes, section 121A.21 the School Board and administrative staff develops medication administration procedures in consultation with:
 - 1. A District Licensed School Nurse
 - 2. District Health Advisory Council
- B. Overview
 - 1. This policy and subsequent procedure are to address prescription, over-the-counter, and complementary holistic medications. Prescription medications are those medications that are ordered by a licensed prescriber.
 - 2. The school district bases medication policy and procedure on accepted health and education standards, statutes and regulations. The district has procedures that ensure the data privacy of student medical and medication information specific to FERPA, the Minnesota Government Data Practices Act, HIPAA, and other state and federal laws related to data privacy as necessary.
 - 3. The district addresses the need for cultural competence as it relates to safe medication administration in the schools.

4. The administration of prescription medication or drugs at school requires a completed signed request from the student's parent. An oral request must be reduced to writing within one school day, with school nurse authorization, after which a written request is received.
5. An "Administering Prescription Medications" form must be completed annually (once per school year) and/or when a change in the prescription or requirements for administration occurs.
6. Parent/Guardian must deliver the prescription medication 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.
7. The school nurse/health paraprofessional may request to receive further information about the prescription, if needed, prior to administration of the substance.
8. Prescription 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, epi pens, insulin and medications administered as noted in a written agreement between the school district, school nurse and the parent or as specified in an IEP (individualized education program), Section 504 plan, or IHP (individual health plan).
9. The school must be notified immediately by the parent or student 18 years old or older in writing of any change in the student's prescription medication administration. A new medical authorization or container label with new pharmacy instructions shall be required immediately as well.
10. For drugs or medicine used by children with a disability, administration may be as provided in the IEP, Section 504 plan or ERP (Emergency Response Plan).
11. The school nurse, or other designated person, shall be responsible for the completion of the Medications form in the health records section of the student file at each building. The health paraprofessional, or other designated person, shall be responsible for providing a copy of such form to the school nurse.
12. Procedures for administration of drugs and medicine at school and school activities shall be developed in consultation with a licensed school nurse. The school district administration shall submit these procedures and any additional guidelines and procedures necessary to implement this policy to the school board for approval. Upon approval by the school board, such guidelines and procedures shall be an addendum to this policy.

B. Overview

1. On occasion, medication given through catheterization, tracheostomy suctioning, and gastrostomy feedings do constitute administration of drugs and medicine;

2. Emergency health procedures, including emergency administration of drugs and medicine would only be administered by prescription;
3. Drugs or medicine provided or administered by a licensed school nurse or designee to prevent or control an illness or a disease outbreak are governed by this policy and only with parent/guardian permission;
4. Drugs or medicines used at school in connection with services for which a minor may give effective consent are not governed by this policy;
5. Drugs or medicines that are prescription asthma or reactive airway disease medications can be self-administered (with a written order by a health care provider) by a student with an asthma inhaler if:
 - a. the school district has received a written authorization from the pupil's parent permitting the student to self-administer the medication as per doctor's orders;
 - 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 must submit written authorization for the student to self-administer the medication each school year.

The school nurse 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. Medications not governed by this policy:
 - 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 that are used off of school grounds.
7. Nonprescription Medication. A secondary student may possess and use nonprescription pain relief in a manner consistent with the labeling, if the school district has received written authorization from the student's parent or guardian permitting the student to self-administer the medication. The parent or guardian must submit written authorization for the student to self-administer the medication each school year. The school district may revoke a student's privilege to possess and use nonprescription pain relievers if the school district determines that the student is abusing the privilege. This provision does not apply to the possession or use of any drug or product containing ephedrine or pseudoephedrine as its sole active ingredient or as one of its active ingredients. Except as stated in this paragraph, only non-prescription medications are governed by this policy.

8. At the start of each school year or at the time a student enrolls in school, whichever is first, a student's parent, school staff, including those responsible for student health care must develop and implement an Emergency Response Plan for a student who is prescribed nonsyringe injectors of epinephrine that enables the student to:
 - a. possess nonsyringe injectors of epinephrine; or
 - b. if the parent, school nurse or prescribing medical professional determine the student is unable to possess the epinephrine, have immediate access to nonsyringe injectors of epinephrine in close proximity to the student at all times during the instructional day.

The plan must designate the school staff responsible for implementing the Emergency Response Plan, including recognizing anaphylaxis and administering nonsyringe injectors of epinephrine when required, consistent with state law. This health plan may be included in a student's 504 plan.

Legal References and Policy Models:

Minnesota Statutes 13.32	Student Health Data
Minnesota Statutes 121A.21	Hiring of Health Personnel
Minnesota Statutes 121A.22	Administration of Drugs and Medication
Minnesota Statutes 121A.221	Possession and Use of Asthma Inhalers by Asthmatic Students
Minnesota Statutes 121A.2205	Possession and Use of Nonsyringe Injectors of Epinephrine; Model Policy
Minnesota Statutes 151.212	Label of Prescription Drug Containers
20 U.S.C. 1400, et seq.	IDEA
29 U.S.C. 794, et seq.	Section 504
MSBA/MASA Model Policy 418	Drug-Free Workplace/Drug-Free School
MDH Minnesota Guidelines for Medication Administration in Schools (May 2005)	