

LEBANON SCHOOL DISTRICT

POLICY: 210
SECTION: PUPILS
TITLE: USE OF MEDICATIONS
ADOPTED: JULY 18, 1994
REVISED: AUGUST 15, 2005
June 18, 2018

210. USE OF MEDICATIONS

Purpose

The Board shall not be responsible for the diagnosis and treatment of student illness. The administration of prescribed medication in accordance with the direction of a parent/guardian or private physician/licensed prescriber to a student during school hours 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 made available during school hours.

Definition

For purposes of this policy,

Medication shall include all medicines prescribed by a licensed prescriber and any over-the-counter medicines.

Licensed prescriber shall include a licensed physician, dentist, nurse practitioner, or other health care provider who is legally authorized to prescribe either prescription or nonprescription (over-the-counter) medications.

Over-the-counter (OTC) drugs can be purchased without a prescription and are most often used to treat symptoms of common illnesses that may not require the direct supervision of a physician. OTC drugs may include orally taken pills, liquids, or dissolving agents; creams and ointments absorbed through the skin; nasal inhalants; suppositories, drops, or liquids that are dispensed through eyes, ears, nose, throat, or rectum.

Authority

Before any medication may be administered to any student during school hours, the Board shall require:¹

1. The written request of the parent/guardian which shall give permission for such administration and relieve the Board and its employees of liability for administration of medication in accordance with the prescription or original labeling of the over-the-counter medication; and
2. The written order of the licensed prescriber which shall include:
 - a. The name of the student;
 - b. Date of the prescription;
 - c. Name of the medication;
 - d. The purpose of the medication;
 - e. The dosage;
 - f. The time at which or special circumstances under which the medication shall be administered;
 - g. The length of period for which medication is prescribed;
 - h. The possible side effects of medication; and
 - i. The signature of the prescriber.

The document(s) shall be kept on file in the office of the school nurse.

Delegation of Responsibility

The Superintendent or designee, in conjunction with the supervisor of nursing services, shall develop procedures for the administration of students' medication.

All medications shall be administered by the certified school nurse, licensed supplemental staff (RN, LPN), the parent/guardian, or shall be self-administered in emergencies as set forth in this policy.

Self-administration of emergency medication in schools refers to situations in which students carry his/her own medication and administer it during the school day as ordered by their licensed prescriber, and authorized by the parent/guardian and school district. Students with diagnoses such as asthma and life-threatening allergies may, with appropriate documentation and training from a health care provider, carry and dispense their own inhalers or epipens.

¹ 24 P.S. 510; 22 Pa. Code. 12.41.

Medications shall be securely stored and kept in the original labeled container.

The school nurse shall maintain a record of the name of the student to whom the medication may be administered, the prescribing physician, the dosage and timing of medication, and a notation of each instance of administration.

All district employees involved in administering or supervising of self-administration of medications shall receive appropriate training from the school nurse before performing this responsibility. District employees will also receive periodic updates and training in relationship to the administration of medication.²

Building administrators and the supervisor of nursing services shall review regularly the procedures for administration and self-administration of medications and shall evaluate recordkeeping, safety practices, and effectiveness of this policy.

Guidelines

The district shall inform all parents/guardians, students, and staff about the policy and procedures governing the administration of medications.

Delivery of Medication to/From School

The school district and the school health personnel shall not transport medication to/from school. A responsible adult shall deliver the medication to the appropriate health office.

When any medication prescribed for a student is initially brought to school, it shall be the responsibility of the school nurse to complete the following:

1. Obtain written permission from the physician (MD Order) or parent/guardian for administration of medication, which shall be kept confidential and on file in the office of the school nurse.
2. Review pertinent information with the student and/or parent/guardian.

Prescribed medication (including inhalers) must be provided in a container appropriately labeled by the pharmacy or health care provider. The label

² 42 Pa.C.S.A. 8337.1.

must include the student name; date of prescription; medication name; dosage and route of administration; specific time, or special circumstances, in which the medication shall be administered; specific length, period, or amount of medicine prescribed; and the signature of the prescriber.

Medication, not prescribed by a licensed prescriber, should not be sent to school with the student. Unless authorized in this policy (i.e., Student Self-Administration of Inhalers or Epipens), students who are caught in possession of medication or other controlled substance, prescribed or otherwise, will be considered in violation of this Board policy will be subject to disciplinary action, which may include suspension from school or expulsion.

An adult must pick up the medication at the end of the medication administration order or the end of the school year.

Medications not picked up within one (1) day of the end of the school year will be discarded. The disposition of the medication shall be documented.

Prescription/Over-the-Counter (OTC) Medications

1. A written order from a licensed prescriber is required. No medication will be administered until a written order is on file in the nurse's office. Orders may be faxed or sent by electronic mail, if necessary. The order should include:
 - a. Name of student.
 - b. Date of the prescription.
 - c. Name of medication.
 - d. Dosage and route of administration.
 - e. Specific time, or special circumstances, in which the medication shall be administered.
 - f. Specific length, period, or amount of medicine prescribed.
 - g. Signature of the prescriber.
2. The parents/guardians must sign the Procedure for Administration of Medication form for prescription medications.

3. Any medication (including inhalers) to be given during school hours must be delivered directly to the building nurse by the parent/guardian or responsible adult. The medication must be brought to school in the original pharmaceutically dispensed and properly labeled container. The Procedure for Administration of Medication form and licensed prescriber order must be completed and presented to the building nurse at the time the medication is brought to school.
4. All medications shall be counted and a medication log will be kept for any student receiving medicine during school hours.
5. All medication is to be maintained in a locked cabinet in a secured area and administered in the school health room. No medications are to be kept in any other location of the school. No student is to carry medication, prescription or nonprescription, with them in school unless ordered by a licensed prescriber to be carried in an event of an emergency.
6. Medication will not be sent home with a student. The parent/guardian or responsible adult must pick up unused medication.
7. A request for long-term medication administration at school must be updated at the beginning of each school year.

The school nurse shall communicate with the school physician or a student's physician regarding administration of prescribed medication whenever appropriate and/or necessary.

Student Self-Administration of Inhalers or Epipens

Both the parent/guardian and doctor must sign a form stating that the student is qualified and capable of self-administering the medication. The statement will also relieve the District and its employees of responsibility for the benefits or consequences of the prescribed medication.

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.

Exception to Medication Policy

The Following Medications Shall be Permitted to be Administered As a "Standing Order from the School Physician:

Acetaminophen may be administered to students ten (10) years or older in grades six (6) through twelve (12) under the following guidelines:

1. A signed parent/guardian permission form to dispense acetaminophen and to release the District from any and all related liability must be on file in the school.
2. Acetaminophen shall be dispensed solely by the school nurse, licensed supplemental staff (RN, LPN).

Epinephrine in the form of Epipen 0.3 mg IM:

1. Epipen may be administered to any student who has a severe allergic reaction to a bee sting or other allergen and needs immediate medical attention.
2. Epipen shall be given by the school nurse, licensed supplemental staff (RN, LPN), or trained school personnel.

Antihistamine – Given orally, age appropriate dose. Antihistamine may be administered to students ages six (6) years or older under the following guidelines:

1. Antihistamine may be given at the discretion of the school nurse or licensed supplemental staff (RN, LPN), for a less severe allergic reaction.

Albuterol Inhaler – An emergency Albuterol inhaler shall be kept in the nurse's office and administered to students under the following guidelines:

1. Albuterol inhaler may be administered at the discretion of the school nurse or licensed supplemental staff (RN, LPN) to any student who is experiencing severe breathing difficulty.

Antacid Tablets – may be administered to students in grades six (6) through twelve (12) at the request of the student.

These “Standing Orders” shall be reviewed and signed yearly by the school physician.