

CASWELL COUNTY SCHOOLS BOARD OF EDUCATION POLICY	<u>STUDENTS</u> Administering Medication	422
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The board recognizes that students may need to take medication during school hours. The school district will administer medication prescribed by a health care practitioner for chronic health conditions, health conditions for which emergency measures may be required, or for acute illness that requires treatment during the school day upon the written request of the health care practitioner and the parents or legal guardian.

To minimize disruptions to the school day, medication should be taken at home rather than at school whenever feasible. School officials may deny a request to administer any medication that could be taken at home or when, in the opinion of the superintendent or designee in consultation with school nursing personnel, the administration of the medication by school personnel would pose a substantial risk of harm to the student or others.

The Caswell County School Board of Education and/or its agents assume no liability or responsibility for complications or side effects of medications when administered by school personnel in accordance with the instructions from the health care practitioner and the parent/legal guardian. Further, the Board of Education and/or its agents assume no liability or responsibility for complications or side effects of medications that are self-administered or administered by the parent or legal guardian or their representative.

A. STANDARDS FOR ADMINISTERING MEDICATION

School employees are authorized to administer medication(s) to students when all of the following conditions are met. These conditions apply to all medications, including those available over the counter medications.

1. **Medication Authorization/Order:** A health care practitioner must prescribe the medication for use by the student (prescription and/or over the counter medication) and has provided explicit written instructions for administration of the medication by completing the *Authorization for Medication Administration Form*;
2. **Certification of Necessity:** The student's health care practitioner must certify that administration of the medication (prescription and/or over the counter) to the student during the school day is necessary;
3. **Parental Consent:** The student's parent or legal guardian must request that medication be given at school by completing and signing the parent section of the *Caswell County Authorization for Medication Administration Form*. The form is only valid for the school year in which it is presented. A new completed form must be submitted each school year;

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4. **Proper Container/Labeling:** The parent must provide the medication in the original pharmacy-labeled container with directions for how and when the medicine is to be given. If the medication is available over the counter, it must be provided in the original container or packaging, labeled with the student's name. The label must match the order given by the health care practitioner and a reasonable quantity provided.
5. **Proper Administration:** The employee must administer the medication pursuant to the health care practitioner's written instructions provided to the school by the student's parent or legal guardian and in accordance with professional standards.

B. PROCEDURES FOR ADMINISTERING MEDICATION

The superintendent shall develop procedures for the implementation of this policy. The procedures and a copy of the policy must be made available to all students and parents each year. The superintendent's procedures should be developed according to the guidelines listed below.

1. The health and welfare of the student must be of paramount concern in all decisions regarding the administration of medication.
2. Procedures for medication administration must be consistent with recommendations of the School Health Unit of the Children & Youth Branch of the N.C. Division of Public Health, as described in *North Carolina School Health Program Manual*.
3. Students with special needs are to be afforded all rights provided by federal and state law as enumerated in the *Policies Governing Services for Children with Disabilities*. Students with disabilities also are to be afforded all rights provided by anti-discrimination laws, including Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act.
4. No student may possess, use, or transmit any drug or counterfeit drug prohibited by the Caswell County Code of Student Conduct.
5. The board generally encourages school personnel to administer medication from a centralized location. However, in all instances, whether from a centralized location or multiple locations, any medication maintained by the school district for a student must be kept secured and locked. Exceptions may be made for medications that require refrigeration or for emergency medications which must be immediately accessible.
6. All school personnel who will be administering medications must receive annual training.

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7. Only medications clearly prescribed and intended for the student may be administered by school personnel. If school personnel have concerns regarding the appropriateness of medication or dosage for a student, a confirmation should be obtained from the student's health care practitioner prior to administering the medication or allowing the student to self-administer the medication.
8. Although efforts should be made not to disrupt instructional time, a parent has the right to administer medication to his or her child at any time while the child is on school property.
9. Written information maintained by school personnel regarding a student's medicinal and health needs is confidential. Parents and students must be accorded all rights provided by the Family Educational Rights and Privacy Act and state confidentiality laws. Any employee who violates the confidentiality of the records may be subject to disciplinary action.

C. EMERGENCY MEDICATION

Students who are at risk for medical emergencies, such as those with diabetes, asthma, or severe allergies, must have an emergency health care plan developed for them to address emergency administration of medication. Students must have an order from the health care practitioner and signed permission from the parent or legal guardian in order for emergency medication to be administered by school personnel while the student is at school, at a school-sponsored activity and /or while in transit to or from school or school-sponsored event.

D. STUDENT SELF ADMINISTERING EMERGENCY MEDICATION

The board recognizes that students with certain health conditions like diabetes, asthma or an allergy that could result in an anaphylactic reaction, may need to possess and self-administer medication on school property in accordance with their individualized health care plan or emergency health care plan. As used in this section of the policy, "medication" refers to a medicine prescribed for the treatment of diabetes, asthma, or anaphylactic reactions and includes insulin or a source of glucose, a prescribed asthma inhaler, or a prescribed epinephrine auto-injector. The superintendent shall develop procedures for the possession and self-administration of such medication by students on school property during the school day, at a school-sponsored activity, and/or while in transit to or from school-sponsored event.

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1. Authorization to Self-Administer Medication

Before a student will be allowed to self-administer medication pursuant to this section and [G.S. 115C375.2](#), the following requirements must be met:

- a. written authorization from the student’s parent or legal guardian for the student to possess and self-administer the medication;
- b. a written statement from the student’s health care practitioner verifying that:
 1. the student has diabetes or asthma, or an allergy that could result in anaphylactic reaction;
 2. the health care practitioner prescribed the medication for use on school property during the school day, at a school-sponsored activity, or while in transit to or from school or school-sponsored event; and
 3. the student understands, has been instructed in self-administration of the medication and has demonstrated the skill level necessary to use the medication and any accompanying device;
- c. a written health care plan and written emergency protocol formulated by the prescribing health care practitioner for managing the student’s diabetes, asthma, or anaphylaxis episodes and for medication use by the student;
- d. a statement provided by the school system and signed by the student’s parents acknowledging that the board of education and its agents are not liable for injury arising from the student’s possession and self-administration of the medication; and
- e. any other documents or items necessary to comply with state and federal laws.

Prior to being permitted to self-administer medication at school, the student also must demonstrate to the school nurse, the skill level necessary to use the medication and any accompanying device.

The student’s parent or legal guardian must provide to the school backup medication that school personnel are to keep in a location to which the student has immediate access in the event the student does not have the required medication.

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All information provided to the school by the student’s parent or legal guardian must be reviewed by the school nurse and kept on file at the school in an easily accessible location. Any permission granted by the principal or designee for a student to possess and self-administer medication will be effective only for the school year in which it is submitted. A new completed form must be submitted each school year.

2. Responsibilities of the Student

A student who is authorized in accordance with this policy to carry medication for self-administration must carry the medication in the original labeled container with the student’s name on the label.

3. Consequences for Improper Use

A student who uses his or her medication in a manner other than as prescribed or who permits another person to use the medication may be subject to disciplinary action pursuant to the Caswell County Code of Student Conduct. However, school officials shall not impose disciplinary action on the student that limits or restricts the student’s immediate access to the diabetes, asthma or anaphylactic medication.

The school district discourages students from bringing prescription and non-prescription medications to school and from self-administering medication without the assistance or knowledge of school officials. The school district assumes no responsibility for students who self-medicate or for the transportation of medication to and from school. Students who self-medicate must follow the administrative rules regarding self-medication procedures or risk possible violation of the drug and alcohol provisions of the Caswell County Code of Student Conduct.