

# Marion County Board of Education

Monitoring: <b>Review: Annually, in May</b>	Descriptor Term:  <b>Medicines</b>	Descriptor Code: <b>6.405</b>	Issued Date: <b>02/19/04</b>
		Rescinds: <b>6.405</b>	Issued: <b>04/24/01</b>

1 If under exceptional circumstances a child is required to take non-prescription or prescription medication  
2 during school hours and the parent cannot be at school to administer the medication, only the principal  
3 or the principal's designee will assist in self-administration of the medication if the student is competent  
4 to self-administer medicine with assistance in compliance with the following regulations: <sup>1</sup>

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6 Written instructions **signed by the parent** will be required and will include:

- 7 1. Child's name;
- 8 2. Name of medication;
- 9 3. Name of physician;
- 10 4. Time to be self-administered;
- 11 5. Dosage and directions for self-administration;
- 12 6. Possible side effects, if known; and
- 13 7. Termination date for self-administration of the medication.

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16 The medication must be delivered to the principal's office in person by the parent or guardian of the student  
17 unless the medication must be retained by the student for immediate self-administration. (i.e. students with  
18 asthma)

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20 Volunteer personnel, trained by a registered nurse, may administer glucagon in emergency situations to  
21 a student based on that student's Individual Health Plan (IHP).

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23 The administrator/designee will:

- 24 1. Inform appropriate school personnel of the medication to be self-administered;
- 25 2. Keep written instructions from parent in student's record;
- 26 3. Keep an accurate record of the self-administration of the medication;
- 27 4. Keep all medication in a locked cabinet except medication retained by a student per  
28 physician's order;
- 29 5. Ensure that all guidelines developed by the Department of Health and the Department of  
30 Education are followed.

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33 The parent or guardian is responsible for informing the designated official of any change in the student's  
34 health or change in medication.

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36 A copy of this policy shall be provided to a parent or guardian upon receipt of a request for long-term  
37 administration of medication.

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Legal References:

- 40 1. TCA 49-5-415
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Cross Reference:  
Student Health Services 6.401