

## **Regulation**

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### ADMINISTERING MEDICATION

Every effort will be made to clarify the absolute need for the administration of any medication during school hours. Whenever medically feasible, the administration of medication should be at times other than school hours.

In the view of the expanding enrollment at the Paulsboro School District as well as the variety and severity of disability condition presented by the students, especially those requiring continued medication programs, the following guidelines defining the role and responsibility of the Paulsboro School District and the school staff and procedures for applying them have been developed:

#### Permission

- A. The parent must complete and sign a standard permission slip for the administration of medication during school hours. (see addendum #1 & #2) This permission slip will specify that the nurse or other responsible and authorized individual will administer the medication. The following information must be supplied: name of drug, dosage, time to be given, purpose of the medication and the signature of the prescribing physician.
- B. The administrator of the Paulsboro School District is to authorize in writing which individuals will administer medications other than the nurse and/or the school physician.
- C. The above forms will be approved by the school physician, at which time the absolute necessity of the administration of medication during school hours will be considered. If necessary, contact with the prescribing physician will be made by the school physician.

#### Handling of Medication

- A. Medication must be in the original container and bear the current prescription label detailing time and dosage. No prescription older than one year will be administered.
- B. The prescribed medication is to be kept safely out of reach of children, locked in the dispensary.
- C. The school nurse will keep available information on the prescribed drugs. This information should be available also in the dispensary closets where the medication is stored. Prior to assuming the responsibility for administering any medication, the nurse and authorized individuals should read and sign this material.

#### Administration of Medication

- A. Whenever possible, medication is to be given by the school nurse.
- B. The school nurse will always administer a medication which is newly prescribed or if the dosage of a previously prescribed drug is significantly changed for the first two weeks. The nurse will continue to administer these medications at least once a week for an additional four weeks.
- C. When it is not possible for the nurse to personally administer medications daily, the authorized individual may give the medications. A control slip to be kept with the medication must be filled in by the individual administering the medications. This slip will contain the following information: child's name, day, date, time of administering, statement of adverse reactions, and signature of individual administering medication.
- D. The administration of medication by a staff member other than the school nurse shall be witnessed by another staff member, preferably the Principal or designee.
- E. The classroom teacher designated will insert notification in the daily plan book so that in case of absence, the substitute will be aware of the student's medication schedule.

ADMINISTERING MEDICATION (continued)

- F. In each school, two back up persons to assume responsibility for medication in the absence of the school nurse or authorized individual should be designated.
- G. Staff members shall not be required to administer medication.
- H. A school nurse, substitute school nurse, or parent will administer all medication on field trips in grades Pre K through six.
- I. A student may self-administer medication without supervision of the school nurse for asthma or other life-threatening illnesses. "Life-threatening illness" has been defined as an illness or condition that requires an immediate response to specific symptoms or sequela that if left untreated may lead to potential loss of life such as, but not limited to, the use of an inhaler to treat an asthma attack or the use of an adrenaline injection to treat a potential anaphylactic reaction. (see addendum #2)

Control of Medication Administration

- A. The school nurse will check each week to see if medication is being given.
- B. The school nurse will instruct appropriate staff members to report any dramatic or sudden changes in behavior or appearance.
- C. The school nurse is to be notified immediately of any suspected adverse or unusual reactions to medications.
- D. The school nurse will collect the signed control slips and store this information in the nurse's office. Slips will then be filed for no less than six months. (addendum #1 & 2)
- E. The Superintendent and the school nurse ultimately have the responsibility for supervision and maintenance of all procedures and records of medications given during school hours.