

Hardeman County Board of Education

Monitoring: Review: Annually, in May	Descriptor Term: Medicines	Descriptor Code: 6.405	Issued Date: 09/10/15
		Rescinds: 6.405	Issued: 08/12/10

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

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6 Both prescription medication and non-prescription medication require an order from a licensed prescriber
7 and the parent/guardian signature and will include:

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- 9 1. Child's name;
- 10 2. Name of medication;
- 11 3. Name of physician or licensed prescriber;
- 12 4. Time to be self-administered;
- 13 5. Dosage and directions for self-administration (non-prescription medicines must have label direc-
14 tion);
- 15 6. Possible side effects, if known; and
- 16 7. Discontinuation date for self-administration of the medication.

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18 The medication must be delivered to the principal's or nurse's office in person by the parent or guardian
19 of the student unless the medication must be retained by the student for immediate self-administration.
20 (i.e. students with asthma or diabetes). The medication must be counted by the parent/guardian and the
21 nurse or trained medication designee and recorded on the medication log. Non-prescription medication
22 must be brought to the school in an unopened original container.

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24 The administrator/nurse/trained medicine designee will:

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- 26 1. Inform appropriate school personnel of the medication to be self-administered;
- 27 2. Keep written instructions from parent and licensed prescriber's order in the student's record;
- 28 3. Keep an accurate record of the self-administration of the medication;
- 29 4. Keep all medication in a locked cabinet except medication retained by a student per physician's
30 order;
- 31 5. Return unused prescription to the parent or guardian only and document the return on the medi-
32 cation log; and
- 33 6. Ensure that all guidelines developed by the Department of Health and the Department of Educa-
34 tion are followed.

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36 The parent or guardian is responsible for informing the designated official of any change in the student's
37 health or change in medication. An order from the licensed prescriber MUST be provided when changes
38 are made to a medication.

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

Should an eligible special needs student require medication that cannot be administered effectively following this policy, it shall be the responsibility of a multidisciplinary team to determine the appropriate procedure and to document this in the student's individual education plan (IEP).

BLOOD GLUCOSE SELF-CHECKS

Upon written request of a parent or guardian, and if included in the student's medical management plan and in the Individualized Health Plan (IHP), a student with diabetes shall be permitted to perform a blood glucose check or administer insulin using any necessary diabetes monitoring and treatment supplies, including sharps. The student shall be permitted to perform the testing in any area of the school or school grounds at any time necessary.

Sharps shall be stored in a secure, but accessible location, including the student's person, until use of such sharps is appropriate.

Use and disposal of sharps shall be in compliance with the guidelines set forth by the Tennessee Occupational Safety and Health Administration (TOSHA).²

STUDENTS WITH PANCREATIC INSUFFICIENCY OR CYSTIC FIBROSIS³

Students diagnosed with pancreatic insufficiency or cystic fibrosis shall be permitted to self-manage their prescribed medication in a manner directed by a licensed healthcare provider without additional assistance or direction. The Director of Schools shall develop procedures for the development of both an Individualized Healthcare Plan (IHP) and an Emergency Care Plan (ECP) that conforms to state law for every student with pancreatic insufficiency or cystic fibrosis that wishes to self-medicate.

Legal References:

- 1. TCA 49-5-415
- 2. TCA 49-5-415(d)(7), Public Acts 2006, Chapter No. 54
- 3. Public Acts of 2015, Chapter No. 321

Cross Reference:

Student Health Services 6.401