

Hardin County Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: Medicines	Descriptor Code: 6.405	Issued Date: 03/12/18
		Rescinds: 6.405	Issued: 10/02/07

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

5 Written instructions signed by the parent/guardian will be required and will include:

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

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

17 The administrator/designee will:

- 18 1. Inform appropriate school personnel of the medication to be self-administered;
- 19 2. Keep written instructions from parent/guardian in student's record;
- 20 3. Keep an accurate record of the self-administration of the medication;
- 21 4. Keep all medication in a locked cabinet except medication retained by a student per physician's
22 order;
- 23 5. Return unused prescription to the parent/guardian only; and
- 24 6. Ensure that all guidelines developed by the Department of Health and the Department of
25 Education are followed.

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

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

3 **BLOOD GLUCOSE SELF-CHECKS²**

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

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

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

13 **STUDENTS WITH PANCREATIC INSUFFICIENCY OR CYSTIC FIBROSIS³**

14 Students diagnosed with pancreatic insufficiency or cystic fibrosis shall be permitted to self-manage
15 their prescribed medication in a manner directed by a licensed healthcare provider without additional
16 assistance or direction. The director of schools shall develop procedures for the development of an IHP
17 for every student that wishes to self-administer.

18 **STUDENTS WITH ADRENAL INSUFFICIENCY⁴**

19 The parent/guardian of a student diagnosed with adrenal insufficiency shall notify the school district of
20 the student's diagnosis. Once notified, the district shall observe the following procedure:

- 21 1. The district shall train school personnel who will be responsible for administering the
22 medication for the treatment of adrenal insufficiency and any who volunteer to administer the
23 medication.
24
- 25 2. The district shall maintain a record of all school personnel who have completed this training.
26
- 27 3. If a student is suffering from an adrenal crisis, a school nurse or other licensed health care
28 professional may administer the prescribed medication to the student. If a school nurse or other
29 licensed health care professional is not immediately available, trained school personnel may
30 administer the prescribed medication.

31 The director of schools shall develop procedures on the administration of medications that treat adrenal
32 insufficiency and recordkeeping per rules set forth by the State Board of Education.

Legal References

1. TCA 49-50-1602
2. TCA 49-50-1602(d)(7)
3. TCA 49-50-1601; State Board of Education Policy 4.205
4. TRR/MS 0520-01-12; State Board of Education Policy 4.205

Cross References

Emergency Allergy Response Plan 6.412