

Decatur County Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: Medicines	Descriptor Code: 6.405	Issued Date: 07/13/17
		Rescinds: 6.405	Issued: 10/12/06

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 school nurse, or the principal's designee will assist in self-administration of the medication if the student
4 is competent to self-administer medicine with assistance in compliance with the following regulations:¹

5 Written instructions signed by the parent 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); and
- 12 6. Possible side effects, if known.

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

16 Prescribed Emergency Medication School Personnel, who volunteer under no duress or pressure, and
17 are trained by a registered nurse, may administer glucagon, diastat, or epinephrine in emergency
18 situations to a student based on that student's Individual Health Plan (IHP).

19 **Stock Emergency Medications:** Stock Epi-Pens will be available to students and staff with signed
20 consent forms at the school they are enrolled during the regular school day for severe allergic reactions.
21 EMS will be activated anytime an emergency medication is used. Any student or staff with a prescription
22 for an emergency medication should bring his/her medication to the office as described above for
23 availability during school sponsored activities outside the school day or off campus.

24 The administrator/designee will:

- 25 1. Inform appropriate school personnel of the medication to be self-administered;
- 26 2. Keep written instructions from parent in student's record;
- 27 3. Keep an accurate record of the self-administration of the medication;
- 28 4. Keep all medication in a locked cabinet except medication retained by a student per physician's
29 order;

- 1 5. Return unused prescription to the parent or guardian only; and
- 2 6. Ensure that all guidelines developed by the Department of Health and the Department of
- 3 Education are followed.

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

6 **BLOOD GLUCOSE SELF-CHECKS**

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

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

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

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

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

Legal References

1. TCA 49-50-1602
2. TCA 49-5-415(d)(7),
3. TCA 49-50-1601

Cross References

Student Health Services 6.401