

MESSALONSKEE SCHOOL DISTRICT (MSAD 47)

File: JLCD

ADMINISTERING MEDICATION TO STUDENTS

The Board acknowledges that in certain instances it may be necessary for a student to have medication administered to him/her while in attendance at school. The Board discourages the administration of medication on school premises where other options exist. Whenever possible, it is recommended that the first dose of a newly prescribed medication be given at home.

I. REQUESTS TO ADMINISTER MEDICATIONS PURSUANT TO HEALTH PROVIDER ORDER

The following procedure must be followed for any medication (whether prescription or over the counter) to be administered to a student pursuant to a health care provider's order. Such an order must be obtained from a medical/health practitioner who has a current Maine license with a scope that includes administering medication.

1. The parent/legal guardian shall obtain a copy of the Messalonskee School District's Request/ Permission to Administer Medication in School Form and Board Policy JLCD from the school nurse or school office.
2. The parent/legal guardian shall complete and sign the Request/Permission form. The prescription will act as the doctor's written order.
3. The parent/legal guardian shall return the Request/Permission form to the school office or school nurse along with the medication
 - in the original container (and in the case of prescription medications, appropriately labeled by the health care provider or pharmacy);
 - including no more than the amount of medication necessary to comply with the health provider's order.
4. The school nurse shall review the Request/Permission form for completeness and clarity. If the nurse has any questions or concerns about the form, he/she will contact the parent/legal guardian, as appropriate for more information.
5. If there is a later change in the medical order (such as change in dose, frequency or type of medication), a new Request/Permission form must be completed.
6. Medication orders must be renewed at least annually.
7. Medication no longer required (or remaining at the end of the school year) must be removed by the parent/legal guardian. Medication not removed by the parent/legal guardian in a timely manner shall be disposed of by the school unit.

8. The Board disclaims any and all responsibility for the diagnosis, prescription of treatment, and administration of medication for any student.

II. SELF-ADMINISTRATION OF MEDICATIONS

Inhalers and Epi-Pens, Insulin Pumps and Insulin

Students shall be authorized to possess and self-administer emergency medication from an asthma inhaler or epinephrine pen (epi-pen), insulin pumps, and insulin, if the following requirements are met.

1. The student must have the prior written approval of the student's health care provider and, if the student is a minor, the prior written approval of his/her parent/guardian (see Request/ Permission form).
2. The student(s)/parent/guardian must submit written verification from the student's health care provider confirming that the student has the knowledge and the skills to safely possess and use an asthma inhaler or epi-pen in school.
3. The school nurse shall evaluate the student's technique to ensure proper and effective use of an asthma inhaler or epi-pen in school and self-administration of insulin and care and operation of insulin pumps.

Other Medications

Students shall be permitted to possess and self-administer prescription medications in school on a case-by-case basis. All such requests must be approved by the school nurse.

III. DISPENSATION OF OVER THE COUNTER MEDICATIONS

With prior parental/legal guardian permission, students may receive certain over the counter medications at school, such as Tylenol, cough drops, etc.

IV. PERSONNEL AUTHORIZED TO ADMINISTER/DISPENSE MEDICATIONS

Medications may be administered by the school nurse and/or by authorized unlicensed school personnel who have received appropriate training. Annual refresher training is required for all unlicensed personnel authorized to administer medications. The school nurse shall maintain appropriate documentation of training. Authorization to administer medications shall be made by the Superintendent based upon the recommendations of the school nurse.

V. CONFIDENTIALITY OF INFORMATION

To the extent legally permissible, school staff may be provided with such information regarding a student's medication(s) as may be in the best interest of the student.

VI. STORAGE OF MEDICATIONS/RECORDKEEPING

1. All medications shall be stored in a secure space in the school nurse's office or school office and locked at all times except during the actual administration of medication.
2. Clearly marked containers are provided for daily medications and those to be taken as needed.
3. A Medication Record Book shall be maintained by the school nurse/designee, including the Request/Permission Forms and individual medication records for each student to document the administration of all medications (dose administered, by whom, date, time and any errors).

VII. ADMINISTRATIVE PROCEDURES

The Superintendent/designee shall develop any administrative procedures necessary to implement this policy as required by Maine Department of Education Rules.

Legal Reference: 20-A MRSA Section 254(5) and Section 4009(4)
 Maine Department of Education Rule Chapter 40
 28 CFR Part 35 (Americans with Disabilities Act of 1990)
 34 CFR Part 104 (Section 504 of the Rehabilitation Act of 1973)
 34 CFR Part 300 (Individuals with Disabilities Education Act)

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