

516 STUDENT MEDICATION

Purpose:

The purpose of this policy is to address the administration of prescription and over-the-counter (OTC) medications.

I. Policy

The School Board recognizes that some students may require medication for chronic or short-term illness or health conditions during the regular school day and/or during school-day sponsored activities which take place away from the school site. This medication enables students to remain in school and participate in their education. Although the school believes that administration of medication should be given outside of school hours whenever possible; the district will provide administration of medications, except any form of medical cannabis, for any student if the parent/legal guardian is willing to comply with request for authorization and provision of information. Self-administration of medication may be allowed if certain conditions are met.

II. Exceptions

A. MN statute § 121A.22 does not require school districts to apply the administration of medication rule to:

- Drugs or medications used off school grounds
- Drugs or medications used in conjunction with athletics or extra-curricular activities
- Drugs and medications that are used in connection with activities that occur before and after the regular school day
- Drugs or medications provided or administered by a public health agency to prevent or control an illness or disease outbreak
- Drugs or medications used at school in connection to services for which a minor may give effective consent
- Drugs or medications used before or after the regular school day

B. Specific Exceptions

- Special health treatments and health functions such as catheterizations, tracheostomy suctioning, and gastrostomy feedings do not constitute administration of drugs and medicine
- Emergency health procedures, including emergency administration of drugs and medicine are not subject to this policy;

C. This policy does not include programs through Community Education, Functional Industries, Central Minnesota Mental Health, Work-Study, Wright Technical Center or WTC Alternative Learning Center.

D. This policy does not cover medication administration on school busses before and after school hours.

III. Requirements: Prescription Medications

- A. The administration of prescription medication at school requires a completed, signed request from the student's parent/guardian and a signed order from a licensed prescriber. Verbal parental/guardian permission is acceptable for two school days, but must be reduced to written permission thereafter. Verbal/telephone orders from a licensed prescriber must be taken by a Registered Nurse, but must be reduced to writing within two days. All homeopathic remedies/drugs will be considered as prescriptive medications. *Medications will not be given if they are not FDA approved for children unless prescribed by a physician. Prescription medication as used in this policy does not include any form of medical cannabis as defined in Minn.Stat. 152.22, Subd. 6.*
- B. A medication administration form or other approved document must be completed annually (once per school year) and/or when a change in the prescription or requirements for administration occurs.
- C. Prescription medication must come to school in the original container labeled for the student by a pharmacist in accordance with the law and must be administered in a manner consistent with the instructions on the label. *It is strongly urged that medication be dropped off by a responsible adult and not sent with the student in backpacks or pockets.*
- D. The school nurse may request to receive further information about the prescription, if needed, prior to administration of the substance. If a medication brought by a foreign exchange student is not approved for use in the U.S., the student may be asked for further information and possibly to find a substitute medication approved for use in the U.S.
- E. Prescription medications will be kept in the school health office in a locked cabinet. Students may carry their own prescription medication only in accordance with district policy and procedures. Exceptions to the requirement are medications administered as noted in a written agreement between the school district, the parent and Health Care Provider or as specified in an Individualized Education Plan (IEP), Section 504 Plan or Individual Health Plan (IHP).
- F. Prescription medications are administered in accordance with district procedures by licensed nursing staff or unlicensed assistive personnel (UAP) who have completed training. All medication administration must be approved and delegated by the Licensed School Nurse prior to the initial dose or subsequent dose changes. For diabetic students with Glucagon injections in their health plan, only the Licensed School Nurse will give

this unless otherwise noted in the IHP. If he/she is not available immediately, 911 will be called.

- G. *For drugs or medicine used by children with a disability, administration may be as provided in the Individual Education Plan (IEP), Section 504 plan or Individual Health Plan (IHP).*
- H. Prescriptive asthma medications may be self-carried and/or self-administered as consistent with the asthma medication statute.
 - a. The school district must receive written authorization from the pupil's parent permitting the student to self-administer the medication each school year;
 - b. The inhaler is properly labeled for that student; and
 - c. The parent has not requested school personnel to administer the medication to the student
 - d. The school nurse must assess the student's knowledge and skills to safely possess and use an asthma inhaler in a school setting and enter into the student's school health record a plan to implement safe possession and use of asthma inhalers.
- I. Other emergency prescriptive medications may be allowed for self-carry and/or self-administration. A written agreement between the Licensed School Nurse, the parent, the student and the licensed prescriber must be on file and updated annually.
- J. Use of narcotic (Controlled Substance) pain medications is discouraged for administration at school. A separate bottle from the pharmacy must be given to the health office so that the medication is not carried back and forth to school.
- K. Medication administration will be documented according to district procedures. Administration record will be filed in the student's school health file according to district procedures. The district will not maintain a record of student self-administration. The school nurse, or other designated person, shall be responsible for providing a copy of such form to the principal, if needed, and to other personnel designated to administer the medication.
- L. The school must be notified immediately by the parent or student 18 years old or older in writing of any change in the student's prescription medication administration. A new medical authorization form will be required immediately, as well. *(A new label may be required.)*
- M. Medications that are not picked up at the end of the school year will be discarded.
- N. Procedures for administration of drugs and medicine at school and school activities shall be developed in consultation with a licensed school nurse or a public or private health organization or other appropriate party (if appropriately contracted by the school district under Minn. Stat. § 121A.21). The school district administration shall submit these procedures and any additional guidelines and procedures necessary to implement this

policy to the school board for approval. Upon approval by the school board, such guideline and procedures shall be an addendum to this policy.

- O. At the start of each school year or at the time a student enrolls in school, whichever is first, a student's parent, school staff, including those responsible for student health care, and the prescribing medical professional must develop and implement an individualized written health plan for a student who is prescribed nonsyringe injectors of epinephrine that enables the student to:
 - a. Possess nonsyringe injectors of epinephrine; or
 - b. If the parent and prescribing medical professional determines that the student is unable to possess the epinephrine, have immediate access to nonsyringe injectors of epinephrine in close proximity to the student at all times during the instructional day.
 - c. The plan must designate the school staff responsible for implementing the student's health plan, including recognizing anaphylaxis and administering nonsyringe injectors of epinephrine when required, consistent with state law. This health plan may be included in a student's § 504 plan.

- P. "Parent" for students 18 years or older is the student

- Q. Districts and school may obtain and possess epinephrine auto-injectors to be maintained and administered by school personnel to a student or other individual if, in good faith, it is determined that person is experiencing anaphylaxis regardless of whether the student or other individual has a prescription for an epinephrine auto-injector. The administration of an epinephrine auto-injector in accordance with this section is not the practice of medicine.
A district or school may enter into arrangements with manufacturers of epinephrine auto-injectors to obtain epinephrine auto-injectors at fair-market, free, or reduced prices. A third party, other than a manufacturer or supplier, may pay for a school's supply of epinephrine auto-injectors.

IV. Requirements: OVER THE COUNTER (OTC) MEDICATIONS

- A. Administration of OTC medication at school requires a completed, signed and current OTC Medication Administration Form from the student's parent/guardian. Verbal permission must be reduced to writing within two school days.

- B. A medication administration form or other approved document must be completed annually (once per school year) and/or when a change in the requirements for administration occurs.

- C. OTC medication must come to school in the original container with manufacturer container label intact. The health office requests that small containers be sent to reduce amount of space needed for storage.

- D. OTC medications are kept in the school health office in a locked cabinet. OTC medications are administered by licensed nursing staff or unlicensed assistive personnel (UAP) who have completed training and have been delegated medication administration duties by the Licensed School Nurse.
- E. Secondary students (9th – 12th) grade may self-carry and/or administer OTC medications only with a written agreement between the Licensed School Nurse, the parent and the student. Agreements will be updated annually. See OTC Medication Administration Self-Carry form. The school district may revoke a student’s privilege to possess and use nonprescription pain relievers if the school district determines that the student is abusing the privilege. This provision does not apply to the possession or use of any drug or product containing ephedrine or pseudoephedrine as its sole active ingredient or as one of its active ingredients.
- F. Medication administration will be documented according to the district procedures. Administration records will be filed in the student’s school health file according to the district procedures. The district will not maintain record of student self-administration.

IV. DEFINITIONS

- Delegation: Transferring to a competent individual the authority to perform a selected nursing task in a selected situation. The nurse retains accountability for the delegation.
- Licensed Prescriber: Physicians, Advanced Practice Registered Nurse with prescriptive authority, Physician’s Assistant who has direction from a physician or written protocol, dentist, podiatrist, or osteopath (OD).
- Over the Counter (OTC) Medication: Those medications that are approved by the Federal Drug Administration (FDA)
- Parent/Legal Guardian: “Parent” for students 18 years of age or older is the student.
- Prescription Medications: Those medications that are ordered by a licensed prescriber.
- Regular School Day: For elementary schools, the regular school day starts at the time the students are allowed in the building and ends when the busses leave the campus. For secondary students, the regular school day consists of 15 minutes before the start of the first period to the time when the busses leave the campus.
- Unlicensed Assistive Personnel (UAP): Any designated, willing and trained person who is not a licensed nurse.

Legal References:

Minn.Stat. § 13.32 (Student Health Data)

Minn. Stat. § 121A.21 (Hiring of Health Personnel)

Minn. Stat. § 121A.22 (Administration of Drugs and Medicine)

Minn. Stat. § 121A.221 (Possession and Use of Asthma Inhalers by Asthmatic Students)

Minn. Stat. § 121A.222 (Possession and Use of Nonprescription Pain Relievers by Secondary Students)

Minn. Stat. § 121A.2205 (Possession and Use of Nonsyringe Injectors of Epinephrine; Model Policy)

Minn. Stat. §151.212 (Label of Prescription Drug Containers)

20 U.S.C. § 1400 *et seq.* (Individuals with Disabilities Education Improvement Act of 2004)

29 U.S.C. § 794 *et seq.*

Cross References:

MSBA/MASA Model Policy 418 (Drug-Free Workplace/Drug-Free School)