

ADMINISTERING MEDICATIONS POLICY

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2
3 The Board of Trustees of the Mountain Home School District recognizes that students attending
4 the schools in this district may be required to take medication while at school, or school sponsored
5 activities, either on a short-term or daily basis. The Board of Trustees will permit the dispensing
6 of medication that is necessary for the health and well-being of students in schools in its
7 jurisdiction. This policy is intended to provide for medication of a student to permit the student's
8 attendance at school and is not intended to provide a treatment service.

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10 A new physician's prescription and the Physician's Medication Orders for Dispensing of
11 Medication in the School form is required for each new school year. The same applies to all non-
12 prescription (over the counter) medications along with the Authorization for Dispensing Non-
13 prescription Medication form.

14
15 **Special arrangements need to be made to dispense medication for field trips and other**
16 **extracurricular activities held off school premises.**

17
18 All medications prescribed or over-the-counter medication(s), and medical supplies will be
19 disposed of at the end of the school year **in a safe and proper manner**. Parent/guardians are
20 encouraged to pick up all medications and such prior to disposal. The school district and school
21 buildings will not be liable for the cost of replacement of any medications, the equipment to
22 administer the medication, and medical supplies. **Any medications that are expired will be**
23 **disposed of in a safe and proper manner.**

24
25 **Parent/guardian of the student shall sign a statement acknowledging that the District shall**
26 **incur no liability and that the parent/guardian shall indemnify and hold harmless the District**
27 **and its employees or agents against any claims as a result of any injury arising from the self-**
28 **administration of medication by the student.**

30 Parent/guardians are encouraged to medicate their student prior to coming to school, but if a
31 student must take medication during the school day, the following policy must be followed:

32

33 **SELF-ADMINISTRATION OF PRESCRIPTION INHALERS, EPINEPHRINE AUTO-**
34 **INJECTORS, INSULIN, AND BLOOD GLUCOSE MONITORING SUPPLIES**

35

36 1. For the purposes of this section of the policy, “self-administration” means a student’s use
37 of medication, **an epinephrine auto-injector, or of blood glucose monitoring supplies**
38 pursuant to prescription or written direction from a physician.

39

40 2. **“Medication” means an epinephrine auto-injector, a metered-dose inhaler or a dry**
41 **powder inhaler or insulin prescribed by a physician and having an individual label.**

42

43 3. Any student for whom a physician or other authorized medical professional has prescribed
44 1) a metered-dose inhaler or dry powder inhaler for treatment of asthma or other potentially
45 life-threatening respiratory illness; 2) an epinephrine auto-injector for severe allergic
46 reaction (anaphylaxis); 3) insulin; or 4) blood glucose monitoring supplies will be
47 permitted to carry and to self-administer such medication, as prescribed by a physician,
48 during the school day and at school-sponsored activities. The Physician’s Medication
49 Orders for Dispensing of Medication in the School form must be submitted to the school
50 office. (IC 33-520).

51

52 4. **A student who is permitted to self-administer medication consistent with this policy**
53 **is permitted to possess and use a prescribed inhaler, epinephrine auto-injector,**
54 **insulin, or blood glucose monitoring supplies at all times as prescribed by their**
55 **physician during the school day and at school-sponsored activities.**

56

57 5. **Universal Precautions: Universal precautions for the disposal of waste will be posted**
58 **in the school and students and staff are required to comply with the guidelines. Any**

- 59 accidental pricks or punctures must be reported, and appropriate medical response
60 accessed.
61
- 62 6. A student who is self-administering medication consistent with this policy may be required
63 to maintain a current duplicate of the prescription medication with the school administrator
64 or front office.
65
- 66 7. The student's parent/guardian must annually, at the beginning of each school year, notify
67 in writing, that the student will be self-administering the medication and attach the
68 notification to the Physician's Medication Orders for Dispensing of Medication in the
69 School form, which was completed by the physician.
70
- 71 8. Annually, at the beginning of each school year, the student's parent/guardian must provide
72 a current treatment plan from the student's health care provider identifying the medication;
73 dosage; symptoms, time lapse, or exposure that will necessitate administering the
74 medication; frequency of use; and potential side effects.
75
- 76 9. The parent/guardian is responsible for notifying the district of any changes to the student's
77 medical condition that would impact the self-administration of medication.
78
- 79 10. **All notifications are good for one school year only. A new parental request is required**
80 **for each new school year. All medication and medical supplies will be disposed of at**
81 **the end of the school year.**
82
- 83 11. The parent/**guardian** may be requested to sign a release to allow district staff to
84 communicate directly with the health care provider.
85
- 86 12. The parent/guardian is responsible for insuring his/her student brings the medication to
87 school, refill the medication as needed, and take the medication, medical supplies, inhalers,

88 epinephrine auto-injectors, insulin, or blood glucose supplies home at the end of each
89 school year.

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91

92 13. The medication must be in its original container. The container label must clearly state the
93 student's name, medication prescription number, medication name, doctor's name, dosage,
94 and directions for dispensing.

95

96 ~~14. A student who is self-administering medication consistent with this policy may be required~~
97 ~~to maintain a current duplicate of the prescription medication with the school administrator~~
98 ~~or front office.~~

99

100 15. ~~If a student requires blood glucose testing or insulin injections during the school day or at~~
101 ~~school-sponsored activities, the following policy applies: Students with diabetes may self-~~
102 ~~administer blood glucose testing and insulin injections as prescribed by their physician. In~~
103 ~~practicing self-administration, students are required to practice universal precautions for~~
104 ~~the disposal of waste. Any accidental pricks or punctures must be reported, and appropriate~~
105 ~~medical response accessed.~~

106

107 OTHER PRESCRIPTION MEDICATIONS

108

109 1. Any student for whom a physician or other authorized medical professional has prescribed
110 medication during the school day and at school-sponsored activities must have that
111 prescription accompany the Physician's Medication Orders for Dispensing of Medication
112 in the School, as completed by the physician and the form must be submitted to the school
113 office. (IC 33-520).

114

115 2. The parent/guardian of a student must annually, at the beginning of each school year, notify
116 in writing that the student will be self-administering the medication and attach the
117 notification to the Physician's Medication Orders for Dispensing of Medication in the

118 School form to be completed by the physician for each student and for each medication
119 dispensed at school. The form must be submitted to the office of the school being asked to
120 administer the medication.

121

122 3. The student's parent/guardian must provide annually a current treatment plan from the
123 student's health care provider identifying the medication; dosage; symptoms, time lapse,
124 or exposure that will necessitate administering the medication; frequency of use; and
125 potential side effects.

126

127 4. The medication must be in its original container. The container label must clearly state the
128 student's name, medication prescription number, medication name, doctor's name, dosage,
129 and directions for dispensing.

130

131 5. A record of dispensed medication will be kept in the *Medication Book* and signed by the
132 personnel who dispensed the medication.

133

134 6. The parent/guardian is responsible for ensuring his/her student brings the medication to
135 school, refills the medication as needed, and takes the medication and/or medical supplies
136 home at the end of each school year.

137

138 7. **All notifications are good for one school year only. A new parent/guardian request is**
139 **required for each new school year. All medication and medical supplies will be**
140 **disposed of at the end of the school year.**

141

142 **NON-PRESCRIPTION (OVER-THE-COUNTER) MEDICATIONS**

143

144 1. The parent/guardian of a student must request, in writing, that non-prescription medication
145 be given during school hours using the district's Authorization for Non-Prescription
146 Medication Dispensing form for each student needing medication **either** dispensed **or self-**
147 **administered** at school. A Physician's request for the **non-prescription** medication may

148 be attached to this form for each medication to be administered. The form will be submitted
149 to the office of the school being asked to administer the medication.

150

151 • The parent/guardian of a student must ~~annually, at the beginning of each school year,~~
152 notify in writing that the student will be self-administering the **non-prescription**
153 medication and attach the notification to the Physician's Medication Orders for
154 Dispensing of Non-Prescription Medication in the School form to be completed by
155 the physician **or the parent** for each student and for each medication dispensed at
156 school. The form must be submitted to the office of the school ~~being asked to administer~~
157 ~~the medication.~~

158

159 • Specific directions for dispensing the medication and the parent/guardian's signature
160 must be received before any medication will be dispensed to the student **or before the**
161 **student self-administers the non-prescription medication.**

162

163 • All notifications are good for one school year only. A new parental request is required
164 for each new school year. All medication and medical supplies will be disposed of at
165 the end of the school year.

166

167 2. The medication must be in the original container and the student's name and directions for
168 administering the medication must be written on the container.

169

170 3. Non-prescription medications, such as aspirin or Tylenol, will not be provided to students.
171 Students must supply their own non-prescription medications.

172

173 4. Students in grades seven and above may keep and administer their own non-prescription
174 medications **as long as** the Authorization for Non-Prescription Medication Dispensing
175 form ~~is must be~~ on file in the office stating the name of the medication, the reason for
176 taking it, and the dosage.

177

- 178 5. For students in grades K-6, a record of dispensed medication will be kept in the *Medication*
179 *Book* and signed by the personnel who dispensed the medication.

180

181 **ADDITIONAL GUIDELINES**

182

- 183 1. Generally, medications should be dispensed to students before and/or after school hours
184 under the supervision of the parent/guardian. Medications should only be dispensed at
185 school only when necessary to meet the health needs of the student.

186

- 187 2. Parents/guardians are responsible for notifying the school, in writing, that the student
188 requires medication on a regular or emergency basis and supplying the medications and
189 instructions for dispensing the medications.

190

- 191 3. The district may require that the student's health care provider annually submit a current
192 treatment plan, identifying the medication, dosage, frequency of use, and side effects. The
193 parent may be requested to sign a release to allow district staff to communicate with the
194 health care provider.

195

- 196 4. The school will maintain a log of all medications dispensed.

197

- 198 5. It is recommended that medications that are not self-administered be kept in the school in
199 a secured area in the school office.

200

- 201 6. It is the student's responsibility to come to the office at the appropriate time to take his or
202 her medication unless a disability requires other procedures. For students in the lower
203 elementary grade levels, an effort will be made to remind them when deemed necessary.

204

- 205 7. No medications, prescription or non-prescription, will be dispensed by teacher, secretary,
206 or other personnel to a student without written permission from the student's
207 parent/guardian and without the following applicable forms.

- 208
- 209 • Physician’s Medication Orders for Dispensing of Medication in the School form
- 210
- 211 • Authorization for Non-Prescription Medication Dispensing form
- 212
- 213 • **Written notification from the parent/guardian informing them of their child**
- 214 **taking medication self-administered or not, including the name of the medicine,**
- 215 **the dosage, and dispensing information.**
- 216
- 217 • All forms and parental requests/notifications are good for one school year only. New
- 218 forms and parental requests/notifications are required for each new school year.
- 219
- 220 8. All medications must be supplied by the student’s parent/guardian. Non-prescription
- 221 medications will not be supplied.
- 222
- 223 9. **The school will not dispense non-prescription medications** ~~will not be dispensed~~ **to lower**
- 224 **a fever or pain. No medications, prescription or non-prescription, will be dispensed**
- 225 **by school district personnel to a student without written permission from the**
- 226 **student’s parent/guardian. Pain relieving medications should be given for headaches,**
- 227 **pain related to dental work, etc., and not illnesses that would require a student to be kept**
- 228 ~~home.~~
- 229
- 230 10. Elementary students are not allowed to possess prescription or non-prescription
- 231 medications, with the exception to those students who qualify under the section titled
- 232 SELF-ADMINISTRATION OF PRESCRIPTION INHALERS, EPINEPHRINE AUTO-
- 233 INJECTORS, INSULIN, AND BLOOD GLUCOSE MONITORING SUPPLIES, on
- 234 district property or at district-sponsored events unless specifically authorized to do so by
- 235 the building administrator.
- 236
- 237 11. Secondary students may keep and administer their own medication but are prohibited from

238 bringing more than one (1) day’s supply of the medication to school. A note from the
239 parent/guardian must be on file in the office or in the student’s possession identifying the
240 medication and the dosage.

241
242 12. The parent/guardian is expected to provide an adequate supply of the medication to be
243 dispensed, and to retrieve any unused medication at the end of the school year or at the
244 withdrawal of the student. Medication that is not retrieved by the parent/guardian by the
245 student’s last day of attendance during the school year will be disposed of by the district.

246
247 • An effort will be made to remind parents/guardians to pick up excess medication at the
248 end of the school year.

249
250 • The office personnel will dispose of all medications left in the office one week after
251 students are dismissed from school.

252
253 13. Mountain Home School District No. 193 and its employees will accept no responsibility
254 for any ill effects that may result from medication dispensed to students while following
255 this policy.

256

257 **LIMITATION OF LIABILITY**

258 No District policy or guidelines shall be interpreted to limit or detract from the immunities and
259 other limitations on liability available under the law to nurses and other persons who engage in or
260 assist with the administration of medication to students.

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264 **LEGAL REFERENCE:**

265 Idaho Code Sections

266 33-506(1)(3) – Organization and Government of Board of Trustees

267 33-512(4) – Governance of schools

268 33-520 – Policy Governing Medical Inhalers, Epinephrine Auto-Injectors, Insulin and Blood

269 Glucose Monitoring Supplies

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