

## UNIFIED SCHOOL DISTRICT #409

### POLICY: JGFGBA

#### MEDICATION ADMINISTRATION AT SCHOOL

*(See JGFGB)*

It is the policy of the board that the public school should not provide students with medication other than over the counter topical medication used in first aid. Parents are asked to send medication to school only if absolutely necessary; for instance, antibiotics prescribed three times a day should be taken at home.

1. Medication will be administered by school nurses or employees designated by a registered nurse in cooperation with the building principal.
2. All medication sent to school for administration must be in the original container accompanied by written instructions from the parent or guardian. The “USD 409 Medication Administration Form” may be obtained in the school office or is available for download on the school’s website.
3. The pharmacy label will serve as the physician’s order for prescription medication, and school personnel will administer prescription medication according to directions on the label. Changes in dose or time of administration must be accompanied by a new pharmacy label, or written or faxed orders from the prescribing physician.
4. Self-administration of medication grades five and below: Students in grades five and below may carry and self-administer emergency medications for asthma or allergies under the following conditions:
  - The student must have on file the “USD 409 Self-Administration of Medication Form” (available for download from the school’s website or obtained at the school office). Kansas law states that this self-administration policy requires written parent and physician signature specifying the name and purpose of medication, prescribed dosage, conditions under which the medication is to be self-administered and verification that the student has been instructed in self-administration, etc.
  - Parents or guardians should provide back-up emergency medication to be kept in the school office.

All other medications for students in grades five and below are to be administered in the school nurse’s office or other designated area by the nurse or designated staff.

5. Self-administration of medication in grades six through twelve: Students in grades six through twelve may self-administer medication under the following conditions:

- The medication is not a controlled substance. Many medications prescribed for attention deficit disorder, for pain management, and for emotional problems, including depression, are controlled substances. Controlled substances will be dispensed from the office or designated area by the school nurse or designated staff member. It shall be the responsibility of the student in grades six through twelve to come to the designated area to take the medication.
  - Students in six through 12th grades with asthma or allergies may carry and self-administer emergency medication. Kansas law states that this self-administration policy requires written parent and physician signature specifying the name and purpose of medication, prescribed dosage, conditions under which the medication is to be self-administered and verification that the student has been instructed in self-administration, etc. The “USD 409 Self-Administration of Medication” form is available in the school office or may be downloaded from the school’s website, and must be on file in the school office.
  - Over-the-counter medications (Tylenol, ibuprofen, cough drops, etc.) and prescription medications that are not controlled substances may be carried and self-administered by students in grades six through twelve with written parent permission. Parents are asked to notify the school office/school nurse of any prescription medication their student will be taking at school and to complete the self-administration of medication form. Parents are asked to send (in the original container) no more than one or two days supply of medication to school to be self-administered.
6. USD 409 assumes no responsibility for medication that is self-administered by a student.
  7. The administration of medication shall be documented by the person giving the medication. This documentation shall be maintained in the school office for future reference. Exception will be made for students who have parent-signed permission for self-administration on file at school.
  8. In the administration of medication, the school employee shall not be deemed to have assumed to himself or herself any legal responsibility other than acting as a duly authorized employee of the school district. The district assumes no responsibility for any medication taken in school that does not conform to this policy.

Adopted 9-21-87

Revised 8-7-95, 9-18-2000, 7-7-2008, 5-2-2011

Reaffirmed 2-16-88, 7-5-88, 7-10-89, 2-04-2002, 12-01-2003, 3-3-2014