

STUDENTS

Medication at School Procedures

Each school principal will authorize two or more staff members to administer prescribed or non-prescribed medication. Authorized staff members include the District health specialist, building registered nurse, building principals, teachers, administrative assistants and paraeducators.

For purposes of this procedure, “medication” means oral medication, topical medication, eye or ear drops and nasal spray. This definition does not include over-the-counter topical sunscreen products regulated by the US Food and Drug Administration (see Sunscreen section below). Oral medications are administered by mouth either by swallowing or by inhaling and may include administration by mask if the mask covers the mouth or mouth and nose. Enteral medication (by gastrostomy tube) is considered an oral medication as it is administered directly into the digestive track.

No prescribed medication may be administered by injection by staff, except when a student is susceptible to a pre-determined life-endangering situation. The parent will submit a written statement which grants a staff member the authority to act according to the specific written orders and supporting directions provided by a licensed health professional prescribing within his or her prescriptive authority. Such medication will be administered by staff trained by the supervising registered nurse to administer such an injection.

In order for the District to provide for the administration of medication at school, the following conditions must be met:

1. The District must have a written, current and unexpired request from the parent or legal guardian to administer the medication to the student;
2. The District must have a written current, and unexpired request from a licensed health professional prescribing within the scope of their prescriptive authority for the administration of the medication because there exists a valid health reason which makes administration of the medication advisable during the school hours or when the student is under the supervision of school officials;
3. If the medication is to be administered for more than fifteen consecutive work days, the District must have written, current, and unexpired instructions from a licensed health professional prescribing within the scope of their prescriptive authority regarding administration of the prescribed medication;
4. The parent/guardian must provide the medication (not more than a 20-day supply) directly to the employee who will administer the medication;
5. The employee who will administer the medication must first examine it and determine, in the employee’s judgment, that it appears to be properly labeled and in the original container; and

6. Requests for the administration of medication will be valid for not more than the current school year.

The employee responsible for administering the medication will:

1. Collect the medication directly from the parent (students should not transport medication to school);
2. Collect the written request form properly signed by the parent, and the written request by the prescribing health professional; and the written instructions from the prescribing health professional if the medication is to be administered for more than fifteen consecutive school days;
3. Store the medication (not more than a 20-day supply) in a locked, substantially constructed cabinet;
4. Maintain a daily record which indicates when the medication was administered; and
5. Ensure appropriate supervision of the medication administration.

A copy of Policy 3416 and this procedure will be provided to the parent upon request for administration of medication at school.

If a school nurse is on the premises, nasal sprays that are legend drugs or controlled substances may only be administered by a school nurse. If a school nurse is not present on school premises, a nasal spray that is a legend drug or controlled substance may be administered by a trained school employee; or a parent-designated adult who is not a school nurse per RCW 28A.210.260(5).

Written orders for emergency medication, signed and dated, from the licensed health professional prescribing within his or her prescriptive authority will:

1. State that the student suffers from an allergy which may result in an anaphylactic reaction;
2. Identify the drug, the mode of administration, the dose. Epinephrine administered by inhalation, rather than injection, may be a treatment option. This decision must be made by the licensed health professional prescribing within his or her prescriptive authority;
3. Indicate when the injection will be administered based on anticipated symptoms or time lapse from exposure to the allergen;
4. Recommend follow-up after administration, which may include care of the stinger, need for a tourniquet, administration of additional medications, transport to hospital; and
5. Specify how to report to the health professional prescribing within his or her prescriptive authority and any record keeping recommendations.

Self-Administration of Medications

If a health professional and a student's parent request that a student be permitted to carry his or her own medication and/or be permitted to self-administer the medication, the principal may grant permission after consulting with the school nurse. The process for requesting and providing instructions will be the same as established for oral medications. The principal and nurse will take into account the age, maturity and capability of the student; the nature of the medication; the circumstances under which the student will or may have to self-administer the medication and other issues relevant in the specific case before authorizing a student to carry and/or self-administer medication at school. Except in the case of multi-dose devices (like asthma inhalers), students will only carry one day's supply of medication at a time. Violations of any conditions placed on the student permitted to carry and/or self-administer their own medication may result in termination of that permission, as well as the imposition of discipline when appropriate.

The authorization to self-medicate will be valid for the current school year only. The parent or guardian must renew the authorization each school year.

Sunscreen

Over-the-counter topical sunscreen products may be possessed and used by students, parents, and school staff on school property or at a school-related event or activity, without a written prescription or note from a licensed health care provider, if the following conditions are met:

1. The product is regulated by the US Food and Drug Administration as an over-the-counter Sunscreen product; and
2. If possessed by a student, the product is provided to the student by their parent or guardian.

Students who possess over-the-counter topical sunscreen products that meet the above criteria may carry up to 8 ounces at a time, preferable with the container in a plastic bag.

School staff may assist students in application of sunscreen products in certain circumstances and in the presence of another staff member. The appropriate staff member will take into account the age, maturity, and capability of the student, and the need for the application of sunscreen products at school or during school-sponsored events. However, staff members are not required to assist students in applying sunscreen.

Parent-Designated Adult Care of Students with Epilepsy

Parents of students with epilepsy may designate an adult to provide care for their student consistent with the student's individual health care plan. At a parent's request, school district employees may volunteer to be a parent-designated adult under this policy, but they will not be required to participate. Parent-designated adults who are school employees must file a voluntary, without coercion by the District, current and unexpired letter of intent stating their willingness to be a parent designated adult. Parent-designated adults who are school employees are required to

receive training in caring for students with epilepsy from the school nurse. Parent-designated adults will receive additional training from a health care professional or expert in epileptic care to provide the care (including medication administration) requested by the parent.

Parent designated adults who are not school employees are required to show evidence of comparable training and meet school district requirements for volunteers.

Revised Date: February 13, 2013
April 10, 2019