

516 STUDENT MEDICATION

The purpose of this policy is to set forth the provisions that must be followed when administering nonemergency prescription medication to students at school.

I. GENERAL STATEMENT OF POLICY

The school district acknowledges that some students may require prescribed drugs or medication during the school day. The school district's licensed school nurse, trained health associate, trained secretary, principal, or teacher will administer prescribed medications in accordance with law and school district procedures.

II. REQUIREMENTS

- A. The administration of prescription and non-prescription medication or drugs at school requires a completed signed request from the student's parent and physician. *Such administration of medications during school hours should be done only if medically necessary.* The school district may rely on a verbal parent request for up to two school days, after which a written authorization is required.
- B. A Parent Request for Medication Administration and Physician Order form 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 law, and must be administered in a manner consistent with the instructions on the label. Non-prescription medications must come in the original container.
- D. The school nurse may request to receive further information about the prescription, if needed, prior to administration of the substance.
- E. Medications are not to be carried by the student, but will be left with the appropriate school district personnel. Exceptions to this requirement are: prescription asthma medications self-administered with an inhaler (See Part J5 below), and medications administered as noted in a written agreement between the school district, physician and the parent, as specified in an IEP (individual education plan) or IHP (individual health plan) or Section 504 plan.
- F. 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 medication administration. A new medical authorization or container label with new pharmacy instructions shall be required immediately as well.
- G. For drugs or medicine used by children with a disability, administration may be as provided in the IEP, Section 504 plan or IHP.

- H. The school nurse, or other designated person, shall be responsible for the filing of the Parent Request for Medication Administration and Physician Order form in the health records section of the student file. The school nurse, or other designated person, shall be responsible for providing a copy of such form to the principal and to other personnel designated to administer the medication.
- I. 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 guidelines and procedures shall be an addendum to this policy.
- J. Specific Exceptions:
1. Special health treatments such as catheterization, tracheostomy suctioning, and gastrostomy feedings do not constitute administration of drugs and medicine;
 2. Emergency health procedures, including emergency administration of drugs and medicine are not subject to this policy;
 3. Drugs or medicine provided or administered by a public health agency to prevent or control an illness or a disease outbreak are not governed by this policy;
 4. Drugs or medicines used at school in connection with services for which a minor may give effective consent are not governed by this policy;
 5. Drugs or medicines that are prescription asthma or reactive airway disease medications can be self-administered by a student with an asthma inhaler if:
 - a. the district has received a written authorization from the pupil's parent and physician permitting the student to self-administer the medication;
 - 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.

The parent must submit written authorization for the student to self-administer the medication each school year. The student's parent or guardian must submit written verification from the prescribing professional which documents that an assessment of the student's knowledge and skills to safely possess and use an asthma inhaler in a school setting has been completed.

If the School District employs a school nurse or provides school nursing services, the school nurse or health associate 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;

6. Medications:
 - a) that are used off school grounds;
 - b) that are used in connection with athletics or extracurricular activities; or
 - c) that are used in connection with activities that occur before or after the regular school day are not governed by this policy.

7. 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 determine 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. Epinephrine must be supplied by parent/guardian.

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 Section 504 plan.

K. "Parent" for students 18 years old or older is the student.

- Legal References:** Minn. Stat. § 13.02, subd. 8 (Student Records Regarding Health)
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 Nonsyringe Injectors of Epinephrine; Model Policy)
Minn. Stat. § 151.212 (Label of Prescription Drug Containers)
20 U.S.C. 1401, et seq. (IDEA)
29 U.S.C. 794, et. seq. (Section 504)
- Cross References:** MSBA/MASA Model Policy 418 (Drug-Free Workplace/Drug Free School

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