

# FERNDALE AREA SCHOOL DISTRICT

SECTION: PUPILS  
 TITLE: USE OF MEDICATIONS  
 ADOPTED: AUGUST 1985  
 REVISED: DECEMBER 6, 2000  
 MAY 9, 2007  
 JUNE 17, 2009

210. USE OF MEDICATIONS	
1. Purpose	The Board shall not be responsible for the diagnosis and treatment of student illness. The <b>Administration</b> will cooperate with parents/guardians and their medical practitioners in administering medication to students during school hours when failure to take such medicine would jeopardize the health of the student or the student would not be able to attend school if the medicine were not available during school hours.
2. Definition	For purposes of this policy, medication shall include all medicines prescribed by a physician and any <b>patent drug, ie: Tylenol, ibuprofen and cough medications.</b>
3. Authority SC 510 Title 22 Sec. 12.41	<p>Before any medication may be administered to any student during school hours, the Board shall require:</p> <ol style="list-style-type: none"> <li>1. The written order of the prescribing physician to school officials that medication be administered to the student. Included in the order must be the name of the student, name of the medication, dosage, frequency of administration, and possible side effects. Any special instructions should also be included.</li> <li>2. The written request of the parent/guardian, giving permission for such administration and relieving the Board and its employees of liability for administration of medication. Included within the request must be the name of the student, name of the medication, dosage and frequency of administration.</li> </ol>
4. Delegation of Responsibility	<p>The Superintendent or designee, in conjunction with the head nurse, shall develop procedures for the administration and self-administration of students' medications.</p> <p>All medications shall be administered by the school nurse or <b>designee</b>, or self-administered by the student, upon written request of <b>both parent/guardian and prescribing physician.</b></p> <p>All district employees involved in <b>administration</b> or <b>supervision</b> of self-administration of medication shall receive appropriate training as directed by the building administrator, before performing this responsibility.</p>

<p>5. Guidelines</p>	<p>Building administrators and the head nurse shall review regularly the procedures for administration and self-administration of medications and shall evaluate recordkeeping, safety practices, and effectiveness of this policy.</p> <p>The district shall inform all parents/guardians, students and staff about the policy and procedures governing the administration of medications.</p> <p>Any medication to be administered during the school day must be brought to the school (nurse's office or main office) by the parent/guardian. Students are not permitted to carry any medication during school hours. No medication is to be kept in the student's possession or locker.</p> <p>All prescription medication must be in the original prescription bottle with current date and name of the student on the bottle.</p> <p><b>As the school nurse works under a professional license</b>, all nonprescription medication must be <b>accompanied with an order by a physician</b>, in the original container and be clearly labeled. Medication sent in envelopes or baggies will <u>not</u> be accepted.</p> <p>When any medication prescribed for a student is initially brought to school, it shall be the responsibility of the certified school nurse to complete the following:</p> <ol style="list-style-type: none"> <li>1. Obtain written permission from the physician <b>and</b> parent/guardian for administration or self-administration of medication, which shall be kept confidential and on file in the office of the school nurse.</li> <li>2. Review pertinent information with the student and/or parent/guardian, specifically:             <ol style="list-style-type: none"> <li>a. Reason for taking this medication.</li> <li>b. How often and length of time.</li> <li>c. What will happen if medication is not taken or is taken incorrectly?</li> <li>d. Physician comments about the medication.</li> </ol> </li> <li>3. Determine the student's ability to self-administer medication and the need for care and supervision.</li> <li>4. Observe and evaluate the student's ability to self-administer during the initial administration.</li> </ol>
----------------------	---

5. Maintain an individual medication log for all students taking medication during school hours. The log shall be kept in a central place and shall include:
  - a. Name of student.
  - b. Name of medication.
  - c. Medication dosage.
  - d. Time of administration.
  - e. Route of administration.
  - f. Signature of student and the monitor of self-administration.
  - g. Initiation and expiration date of drug.
  - h. **Allergies.**

Student Self-Administration

To self-administer medication, the student must be able to:

1. Respond to and visually recognize his/her name.
2. Identify his/her medication.
3. Measure, pour and administer the prescribed dosage.
4. Sign his/her medication sheet to acknowledge having taken the medication.
5. Demonstrate a cooperative attitude in all aspects of self-administration.

References:

School Code – 24 P.S. Sec. 510, 1402

State Board of Education Regulations – 22 PA Code Sec. 12.41