

## **MEDICATION AT SCHOOL**

Under normal circumstances, prescribed and over-the-counter medication should be administered before and/or after school hours under supervision of the parent/guardian.

If a student must receive prescribed or over-the-counter oral or topical medication, eye drops, eardrops or nasal spray (“medications”) from an authorized staff member, the parent/guardian must submit a written and signed authorization accompanied by a written and signed request from a Licensed Health Professional (LHP) prescribing within the scope of their prescriptive authority. Oral medications are administered by mouth either by swallowing or inhaling including through a mask that covers the mouth or mouth and nose. The LHP must also provide written, current, and unexpired instructions for the administration of medication.

### **Special Exception to General Statement**

Over-the-counter topical sunscreen products may be possessed and used by students, parents and school staff without a written prescription or note from a LHP if the following conditions are met:

- A. The product is regulated by the US Food and Drug Administration as an over-the-counter sunscreen product; and
- B. The product is provided to the student by the parent/ guardian.

The superintendent/designee shall establish procedures for:

- A. Training and supervision of staff members in the administration of prescribed or over-the-counter oral or topical medication, eye drops, ear drops or nasal spray to students by a physician or certificated school nurse or advanced registered nurse practitioner;
- B. Designating staff members who may administer prescribed or over-the-counter medication to students;
- C. Obtaining signed and dated parent/guardian and LHP request for the administration of prescribed or over-the-counter medications, including instructions from LHP;
- D. Storing prescribed or over-the-counter medication in a locked substantially constructed cabinet or limited access facility (e.g. teacher backpack during a field trip);
- E. Maintaining records pertaining to the administration of prescribed or over-the-counter medication;
- F. Permitting, under limited circumstances, students to carry and self-administer medications necessary to their attendance at school; and

G. Permitting possession and self-administration of over-the-counter topical sunscreen products. This procedure may include product identification, storage, limitations of volume of sunscreen product possessed, time and circumstances of use, and such other reasonable conditions deemed necessary.

### **Inhalers, Injections, Suppositories**

Medications other than oral or topical medications, eye drops, or eardrops or nasal sprays, such as nasal inhalers, suppositories, or non-emergency injections may not be administered by unlicensed school staff other than registered nurses or licensed practical nurses.

No medication shall be administered by injection by unlicensed school staff except when a student is susceptible to a predetermined, life-endangering situation. (See Policy 3422, Anaphylaxis Prevention and Response) In such an instance, the parent/guardian will submit a written and signed statement that grants a staff member the authority to act according to the specific written orders and supporting directions provided by LHP prescribing within their prescriptive authority (e.g., medication administered to counteract a reaction to a bee sting). Such medication will be administered by staff members trained by the supervising certificated school nurse to administer such an injection.

### **Discontinuing Medications**

If the district decides to discontinue administering a student's medication, the superintendent or designee must provide notice to the student's parent/guardian orally and in writing prior to the discontinuance. There shall be a valid reason for the discontinuance that does not compromise the health of the student or violate legal protections for the disabled.

### **Administration of legend (prescribed) drugs or controlled substances by nasal spray**

If a certificated school nurse is on the premises, he/she may administer a nasal spray containing a prescribed drug or controlled substance to a student. If a certificated school nurse is not on school premises, a nasal spray containing a legend (prescribed) drug or controlled substance may be administered by: 1) a authorized and trained unlicensed school employee, provided that person has received appropriate certificated school nurse delegation and volunteered for the training pursuant to RCW 28A.210.260; or 2) a Parent Designated Adult (PDA).

### **Parent Designated Adult (PDA) Care of Students with Epilepsy:**

Parent/Guardian of students with seizures may designate an adult to provide care for their student consistent with the student's Individual Health Plan (IHP). At parent/guardian request, an unlicensed school district employee may volunteer to be a PDA under this policy, but they shall not be required to participate. The PDA who is an unlicensed school employee shall file a voluntary, written, current and unexpired letter of intent stating their willingness to be a PDA. The PDA who is an unlicensed school employee is required to receive training in general aspects of caring for students with seizures from a LHP or expert in epileptic seizure care selected by the parent/guardian. In addition to this training, an unlicensed district employee will meet with the certificated school nurse to review the IHP.

The PDA who is not a school employee is required to meet school district requirements for volunteers. The PDA who is not a school employee shall receive training from a parent/guardian selected LHP or expert in epileptic seizure care to provide the care requested by the parent/guardian.

The district certificated school nurse is not responsible for the supervision of procedures authorized by the parent/guardian and carried out by the PDA.

### **Required Notification of EMS**

After every administration of any legend (prescribed) drug or controlled substance by nasal spray to a student, Emergency Medical Services (EMS) (911) will be summoned as soon as practicable. Parent/Guardian notification should occur as soon as possible after EMS (911) is notified.

Cross References: 3422 – Anaphylaxis Prevention and Response  
3419 – Self Administration of Asthma and Anaphylaxis Medication

Legal References: RCW 28A.210.260 Administration of of Medication —  
Conditions  
RCW 28A.210.270 Administration of of Medication — Immunity  
from Liability  
Attorney General Memorandum (2/9/89) — Administration of  
Medication

Management Resources: 2017 – July Policy Issue  
2014 - February Issue  
2012 - August Issue  
Policy News, February 2001 Oral Medication Definition  
Expanded