

MEDICATION AT SCHOOL

Each school principal shall authorize at least two staff members to administer prescribed or over-the-counter oral or topical medication, eye drops, ear drops or nasal spray (“medication”). These designated staff members will participate in an in-service training session conducted by a physician or certificated school nurse or advanced registered nurse practitioner prior to the opening of school each year.

For the purpose of this procedure, “medication” means oral medication, topical medication, eye drops, 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 inhaling through a mask that covers the mouth or mouth and nose.

Prescribed or over-the-counter medication may be administered to students upon written and signed authorization from a parent/guardian and with written and signed request and written instructions by a Licensed Health Professional (LHP) prescribing within the scope of their prescriptive authority. Requests shall be valid for not more than the current school year. The prescribed or over-the-counter medication must be properly labeled and be contained in the original container (it is preferred that pharmacists or parents cut any tablets needing division before delivery to school. When this is not possible, the certificated school nurse may cut a tablet that has been scored by the manufacturer).. The trained staff member who will be administering the prescribed or over- the-counter medication shall:

- A. Collect the medication directly from the parent/guardian (Students should not transport medication to school) and collect an authorization form properly signed by the parent/guardian and signed by LHP and includes written instructions;
- B. Store the prescription or over-the-counter medication (not more than a twenty (20) day supply) in a locked substantially constructed cabinet or in a limited access facility (e.g. teacher backpack during field trips);
- C. Maintain a daily record, which indicates that the prescribed or over-the-counter medication was administered;
- D. Provide for supervision by a physician or certificated school nurse or advanced registered nurse practitioner; and
- E. A copy of this policy shall be provided to the parent/guardian upon request for administration of medication in the schools.

Inhalers, Injections, Suppositories

Medication other than oral or topical medications, eye drops, or ear drops or nasal spray, such as suppositories or non-emergency injections may not be administered by unlicensed school staff other than the certificated school nurse or licensed practical nurse.

No medication shall be administered by injection by unlicensed school staff except when a student is susceptible to a predetermined, life-endangering situation. The parent/guardian will submit a written statement, which grants a staff member the authority to act according to the specific written and signed 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 shall be administered by unlicensed staff trained by the supervising certificated school nurse to administer such an injection.

Written orders for emergency medication, signed and dated, from the LHP prescribing within their prescriptive authority shall:

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

Student Carrying and Self-Administering Own Medication:

Under limited circumstances, if a LHP and a student's parent/guardian 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 certificated school nurse. The process for requesting and providing instructions shall be the same as established for prescribed or over-the-counter medications. The principal and certificated school 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 shall 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 his/her own medication may

result in termination of that permission, as well as the imposition of discipline, when appropriate.

Discontinuing Medication

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 must be a valid reason for the discontinuance that does not compromise the health of the student or violate legal protections for the disabled.

Sunscreen

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.

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

Violations of any conditions placed on the student permitted to carry and/or self-administer his or her own sunscreen products may result in confiscation and termination of that permission, as well as the imposition of discipline when appropriate.

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, the need for the application of the sunscreen, and other issues relevant in the specific case, before assisting students in application of sunscreen products at school or during school-sponsored events. However, staff members are not required to assist students in applying sunscreen.

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

Nasal sprays containing legend (prescription) drugs or controlled substances may only be administered by a certificated school nurse or, if a certificated school nurse is not present on school premises, an authorized and trained unlicensed school employee; or a Parent Designated Adult (PDA) with training as required by RCW 28A.210.260. The certificated school nurse shall assess the stability of the student's health condition and verify the competency of the unlicensed school employee accepting the training to perform the task prior to delegating

the administration of nasal sprays containing legend (prescription) drugs or controlled substances. The certificated school nurse who is delegating care retains the authority to rescind delegation when the student's health changes/declines or it is determined that the specific task requires nursing judgment. After administering nasal sprays containing legend (prescription) drugs or controlled substances, Emergency Medical Service (EMS) (911) will be summoned as soon as practicable. Parent/Guardian notification should occur as soon as possible after EMS (911) is called.

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

Parent/Guardian of students with epilepsy may designate an adult to provide care for their student consistent with the student's Individual Health Plan (IHP). The parent/guardian must complete the Designation of a Parent-Designated Adult (PDA) form (form 3416 F.1) and file with the certificated school nurse. At parent/guardian request, an unlicensed school district employee may volunteer to be a PDA under this policy, but they will not be required to participate. The PDA who is an unlicensed school employee will 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 meet with the certificated school nurse to review the student's IHP. The PDA shall receive additional training from a parent/guardian selected LHP or expert in epileptic seizure care to provide the care (including medication administration) requested by the parent/guardian. Documentation of Training and Notice of Intent form (Form 3416 F.2) will be filed with certificated school nurse. The certificated school nurse is not responsible for the supervision of procedures authorized by the parent/guardian and carried out by the PDA.

PDA who is not school employees are required to meet school district requirements for volunteers. PDA who is not a school employee will receive training from a parent-selected LHP or expert in epileptic seizure care to provide the care requested by the parent/guardian. Documentation of Training and Notice of Intent form (Form 3416 F.2) will be filed with certificated school nurse. The 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 (911)

After administering nasal sprays containing legend (prescription) drugs or controlled substances, EMS (911) will be summoned as soon as practical. Parent/Guardian notification should occur as soon as possible after EMS (911) is called.