

# WALLINGFORD- SWARTHMORE SCHOOL DISTRICT

SECTION: PUPILS

TITLE: MEDICATIONS

ADOPTED: November 20, 1995

REVISED: November 28, 2005  
June 25, 2018

<p>1. Purpose</p> <p>2. Definitions</p> <p>3. Authority SC 510 Title 22 Sec. 7.13 PA Code 12.41</p>	<p style="text-align: center;">210. MEDICATIONS</p> <p>The District shall not be responsible for diagnosis and treatment of student illness. The administration of prescribed medication to a student during school hours in accordance with the direction of a parent/guardian and licensed prescriber will be permitted only 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 made available during school hours.</p> <p>For purposes of this policy, medication shall include all medicines and treatments prescribed by a licensed provider and any over-the-counter medicines. For purposes of this policy, treatment shall be defined as any specific medically prescribed procedure which is directed toward the cure of a disease or condition or which is required to enable a student to attend school.</p> <p>For purposes of this policy, licensed prescribers shall include licensed physicians (M.D. and D.O.), podiatrists, dentists, optometrists, certified registered nurse practitioners and physician assistants.</p> <p>The District directs all District employees to comply with the Pennsylvania Department of Health’s Guidelines for Pennsylvania Schools for the Administration of Medications and Emergency Care.</p> <p>Before any medication may be administered to or by any student during school hours, the District shall require:</p> <ol style="list-style-type: none"> <li>1. The written request of the parent/guardian giving permission for such administration and relieving the school district and its employees of all liability for administration of medication. For prescribed medications, the request shall include the name of the licensed prescriber, name of the student, the name of the medication, and the timing and dosage of the medication.</li> </ol>
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<p>4. Delegation of Responsibility</p> <p>C.S.A. 8337.1</p> <p>Policy 113</p>	<p>2. For prescribed medications, the written order from the licensed prescriber, which shall include the name and purpose of the medication, dosage, time at which or special circumstances under which the medication shall be administered, length of period for which medication is prescribed, possible side effects of medication, and limitations of student activity while taking the medication.</p> <p>The Superintendent or designee, in conjunction with the Certified School Nurse (CSN), shall develop administrative regulations for the administration and self-administration of students' medications.</p> <p>All medications shall be administered by the CSN, or in the absence of the CSN by other licensed school health staff (RN, LPN), except as otherwise noted in this policy.</p> <p>In the event of an emergency, a District employee may administer medication when the employee believes, in good faith, that a student needs emergency care.</p> <p>The school nurse shall collaborate with parents/guardians, District administration, faculty and staff to develop an individualized healthcare plan to best meet the needs of individual students.</p> <p>All District employees involved in administration or supervision of self-administration of medication shall receive appropriate training from the school nurse before accepting this responsibility.</p> <p>The school nurse or designated person shall maintain a record of the name of the student to whom medications may be administered, the prescribing physician, the dosage and timing of the medication, and a record shall be kept of each instance of administration of the medication, and of the remaining supply on hand.</p> <p>Building administrators and the CSN shall review regularly the procedures for administration and self-administration of medications and shall evaluate recordkeeping, efficacy and safety practices.</p>
<p>5. Guidelines</p>	<p>The District shall inform all parents/guardians, students and staff about the policy and administrative regulations governing the administration of medications.</p> <p>All standing medication orders and parental consents shall be renewed each school year.</p>
<p>SC 1409</p>	<p>Student health records shall be confidential and maintained in accordance with state and federal laws and regulations and the Department of Health Guidelines.</p>

<p>SC 1414.1 Policy 210.1</p>	<p>Students may possess and use asthma inhalers and epinephrine auto-injectors when permitted in accordance with state law and District Policy.</p> <p><u>Delivery and Storage of Medications</u></p> <p>A sufficient supply of the medication for the duration of administration (or at least a thirty (30) day supply) should be brought to the school. Students may not bring medication to and from school on a daily basis.</p> <p>Medication shall be delivered in its original pharmacy or physician labeled childproof container and include, the name of the student, the name of the licensed prescriber, the name of the medication, and the timing and dosage of the medication.</p> <p>The parent/guardian (or responsible adult previously designated by the parent/guardian) shall be required to deliver medications to the health office. However, when someone other than the parent/guardian brings the medication to school, the medication, in the original pharmacy or physician labeled childproof container, should be placed in a sealed envelope by the parent/guardian.</p> <p>The school nurse or their designee shall record the name of student, amount of medication received, the date, name of medication, and the method by which the medication was delivered to the school.</p> <p>Medications must be stored in a locked cabinet in a secured area (preferably the Health Room) and must be kept in the original labeled container.</p> <p>The documents referenced above shall be kept on file in the office of the school nurse.</p> <p><u>Return and Disposal of Medications</u></p> <p>Unused medications shall be picked up from the school by the parent/guardian (or responsible adult previously designated by the parent/guardian) at the end of the school year or at the end of the period of medication, whichever is earlier. A written record shall be kept of the date, time, amount of medication, and signature of the person picking up the medication. Any medications not picked up by the parent/guardian or designated responsible adult will be disposed of by the school nurse. Unused medications will <u>not</u> be returned directly to the students.</p>
<p>Policy 210.1</p>	<p><u>Student Self-Administration of Emergency Medications</u></p> <p>Prior to allowing a student to self-administer emergency medication, the District shall require the following:</p>

1. An order from the licensed prescriber for the medication, including a statement that it is necessary for the student to carry the medication and that the student is capable of self-administration.
2. Written parent/guardian consent.
3. An Individual Health Plan including an Emergency Care Plan.
4. The nurse shall conduct a baseline assessment of the student's health status.
5. The student shall demonstrate administration skills to the nurse and responsible behavior, as follows:
  - Respond to and visually recognize the student's own name.
  - Identify the student's own medication.
  - Measure, pour and administer the prescribed dosage.
  - Sign the student's medication sheet to acknowledge having taken the medication.

The nurse shall provide periodic and ongoing assessments of the student's self-management skills.

The student shall notify the school nurse immediately following each occurrence of self-administration of medication.

Students shall demonstrate a cooperative attitude in all aspects of self-administration of medication. Privileges for self-administration of medication will be revoked if school policies regarding self-administration are violated.

Administration of Medication During Field Trips and Other School-Sponsored Activities

Considerations when planning for administration of medication during field trips and other school-sponsored programs and activities shall be based on the student's individual needs and may include the following:

1. Arranging for medications to be provided in an original labeled container with only the amount of medication needed.
2. Assigning school health staff to be available.

	<ol style="list-style-type: none"><li>3. Utilizing a licensed person from the school District's substitute list.</li><li>4. Contracting with a credible agency, which provides temporary nursing services.</li><li>5. Utilizing licensed volunteers via formal agreement that delineates responsibilities of both the school and the individual.</li><li>6. Addressing with parent/guardian the possibility of obtaining from the licensed prescriber a temporary order to change the time of the dose.</li><li>7. Asking parent/guardian to accompany the child on the field trip, with proper clearances.</li><li>8. Allowing student to self-administer medication, with parent permission and according to guidelines and policy for student self-administration of emergency medications.</li></ol> <p>Security procedures shall be established for the handling of medication during field trips and other school-sponsored activities.</p>
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