



Policy #25. Student Medication (MSBA #516)

Adopted by the St. Cloud Math and Science Academy Board of Directors: June 1, 2014

I. PURPOSE

The purpose of this The St. Cloud Math and Science Academy policy is to set forth the provisions that must be followed when administering non-emergency prescription medication to students at school.

II. GENERAL STATEMENT OF POLICY

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

Requirements

- A. *The administration of prescription medication or drugs at school requires a completed signed request from the student's parent. An oral request must be reduced to writing within two school days, provided that the school may rely on an oral request until a written request is received.*
- B. An "Adminstrating Prescription Medications" 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.
- D. The school nurse may request to receive further information about the prescription, if needed, prior to administration of the substance.

- E. Prescription medications are not to be carried by the student but will be left with the appropriate school personnel. Exceptions to this requirement are: prescription asthma medications self-administered with an inhaler (See Part J.5. below), and medications administered as noted in a written agreement between the school and the parent or as specified in an IEP (individualized education program), Section 504 plan, or IHP (individual health 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 prescription 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 Administering Prescription Medications 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 Charter School Director 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 school nurse, a licensed school nurse, or a public or private health organization or other appropriate party (if appropriately contracted by the school under Minn. Stat. § 121A.21). The school 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 and health functions 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:
 - The school has received a written authorization from the pupil's parent permitting the student to self-administer the medication;
 - The inhaler is properly labeled for that student; and
 - 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. In a school that does not have a school nurse or school nursing services, 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 employs a school nurse or provides school nursing services under another arrangement, the school nurse or other appropriate party 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:
 - That are used off school grounds;
 - That are used in connection with athletics or extracurricular activities; or
 - That are used in connection with activities that occur before or after the regular school day

Are not governed by this policy.
7. Nonprescription Medication. Only prescription medications are governed by this policy.

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

Authorization to Dispense Medication during the School Day

The St. Cloud Math and Science Academy

Student Name: _____

Parent/Guardian: _____

Phone: _____

1. This form must be signed by both the parent/guardian and physician to authorize school personnel to administer medication in school. ALL medication including over-the counter medications must be surrendered to the office. Students are not allowed to carry ANY medication on their person or in their desks, backpacks, etc. (with the exception of asthma inhalers, but ONLY if it is accompanied by a prescription and has been checked in by the school nurse or the nurse's designee).

2. School personnel are hereby released from liability in the event that any reaction results from this medication.

3. Medication is to be supplied by the parent/guardian in the original prescription bottle. Parents/guardians should ask that the medication be provided in a separate container for school purposes. The following information should be provided on the label:

- Pharmacy name and phone number
- Student's name
- Physician's name and phone number
- Medication prescription and dosage
- Identification number of the medication

4. Please check either yes or no to give school personnel permission to administer Acetaminophen (Tylenol) to this student as needed. If your students required other medication (i.e. Midol, Benadryl, Sudafed, Claritin, etc.) please complete #3 in the box below.

YES NO

Diagnosis/Reason Administered	Medication	Dosage	Route Given	Frequency	Duration	Side Effects	Given by:	Physician's Signature
Fever or discomfort	Acetaminophen	1-2 tabs (325 mg)	Oral	4/6 hours	X	X	School Staff	

(**Not required, however The St. Cloud Math and Science Academy reserves the authority to verify information with physician before medication is administered)

Physician's Name: _____ Phone: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

Phone: _____