

# CENTENNIAL SCHOOL DISTRICT

SECTION: PUPILS

TITLE: USE OF MEDICATIONS

ADOPTED: December 13, 2016

REVISED:

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| <ol style="list-style-type: none"> <li>1. Authority<br/>SC §1414.1<br/>Pol. 103.1</li> <li>2. Definitions<br/>SC §1401</li> <li>3. Guidelines<br/>SC §1414.1<br/>22 Pa.Code<br/>§ 12.41</li> </ol> | <p style="text-align: center;">210. USE OF MEDICATIONS</p> <p>It is recognized that the proper handling and control of medications is important for the health and safety of students and staff.</p> <p>For purposes of this policy, “medication” shall mean all medicines prescribed by a licensed prescriber and any over-the-counter medicines.</p> <p>For purposes of this policy, “licensed prescribers” shall mean any health care professional who is licensed to prescribe medicine, such as physicians (M.D. and D.O.), podiatrists, dentists, optometrists, certified registered nurse practitioners and physicians assistants.</p> <p>For purposes of this policy, “school” shall mean school, the time coming to or going from school, school activities and programs, the school bus and school trips.</p> <ol style="list-style-type: none"> <li>1. <u>General Rule</u>. No medication may be brought to or possessed at school except:             <ol style="list-style-type: none"> <li>a. in compliance with the terms, conditions and limitations set forth in this policy;</li> <li>b. in compliance with the terms, conditions and limitations set forth in any other applicable policy;</li> <li>c. in compliance with the terms, conditions and limitations of an effective individualized education plan (“IEP”) issued in accordance with the Individuals with Disabilities Education Act (“IDEA”);</li> <li>d. in compliance with the terms, conditions and limitation of an effective 504 Service Agreement issued in accordance with Chapter 15 of the State Board regulations; or</li> <li>e. when necessary in the administration of first aid in response to an emergency situation.</li> </ol> </li> </ol> |
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|  | <p>2. <u>General Terms and Conditions When Medications Are Allowed.</u> Except as allowed: (a) in accordance with Applicable Law; (b) in accordance with the terms, conditions and limitations of other policies; or (c) in accordance with an effective 504 Service Agreement or an effective IEP; medication shall not be brought to school, possessed in school, stored at or by the school, provided to any student at school for self-administration, or administered to any student at school except in accordance with the following terms and conditions:</p> <ul style="list-style-type: none"><li>a. There must be a valid order of a licensed prescriber that will be kept on file that was issued within thirty (30) days of when first brought to school and at least once every year thereafter;</li><li>b. There must be written consent by the parents/guardians that will be kept on file;</li><li>c. Only when the failure to take such medication during school hours would jeopardize the health or the student or prevent the student from attending school;</li></ul> <p>3. <u>Storage of Medications.</u> Storage of medication shall be in accordance with the following terms and conditions:</p> <ul style="list-style-type: none"><li>a. <u>Generally.</u> The School District will store medication only: (i) when required by Applicable Law; (ii) in accordance with the terms, conditions and limitations of other policies; (iii) in accordance with an effective 504 Service Agreement or an effective IEP; or (iv) when the failure to take such medication during school hours would jeopardize the health of the student or prevent the student from attending school.</li><li>b. <u>Means of Delivery.</u> Except as allowed: (a) in accordance with Applicable Law; (b) in accordance with the terms, conditions and limitations of other policies; or (c) in accordance with an effective 504 Service Agreement or an effective IEP; medication brought to school for storage and use in school shall be brought by the parents/guardians or other adult authorized by the parents/guardians.</li><li>c. <u>Prescription Medication.</u> All prescription medication shall be brought to and stored at school in the original pharmacy-labelled container and kept in a locked cabinet designated for the storage of medication. Medications that require refrigeration shall be stored and locked in a refrigerator designated only for medication.<ul style="list-style-type: none"><li>i. No more than a thirty (30) day supply of an individual student's medication may be accepted and stored at school.</li></ul></li></ul> |
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|  | <p>ii. The package label must contain all of the following:</p> <ol style="list-style-type: none"><li>1. Name, address, telephone number and federal DEA number of the pharmacy;</li><li>2. Student's name;</li><li>3. Directions of use (i.e., dosage, frequency and time of administration, route, special instructions);</li><li>4. Name and registration number of the licensed prescriber;</li><li>5. Prescription serial number;</li><li>6. Date originally filled;</li><li>7. Name of medication; and</li><li>8. Controlled substance statement, if applicable.</li></ol> <p>d. <u>Non-prescription Medication</u>. All non-prescription medication shall be brought to school by a parent/guardian and stored at school in its original packaging and labelled with the student's name, student ID No., home address and home telephone number. A note from the physician is required prior to administration of non-prescription medication at school.</p> <p>e. <u>Logging and Recording of Medications</u>. Medications shall be recorded and logged in with the date, name of student, name of medication, dosage, name of person who delivered the medication, amount of medication received, the school personnel who received the medication, and the signatures of the person(s) delivering the medication and the person receiving the medication.</p> <p>f. <u>Medication Administration Consent Form</u>. All medication shall be accompanied by a completed Medication Administration Consent and Licensed Prescriber Medication Order Form, or other suitable written communication from the licensed prescriber.</p> <p>4. <u>Administration of Medication</u>. Medication shall be administered only in accordance with Applicable Law, the applicable administrative regulations, IEP, and/or 504 Service Agreement.</p> <p>5. <u>Confidentiality</u>. Confidentiality with respect to medications shall be maintained except as necessary to ensure that the health and safety of students is maintained. Staff shall be informed on a need-to-know basis.</p> <p>6. <u>Disposal of Medication</u>. Medications shall be disposed of in accordance with Applicable Law and applicable administrative regulations. When reasonably practicable, medications shall be returned to parents/guardians. The method of disposal or the return to parents shall be properly documented.</p> <p>7. <u>Self-Administration by Students</u>. Prior to allowing a student to possess or self-administer medication, the following shall be required:</p> |
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- a. An IEP or Section 504 Agreement allowing possession and/or self-administration of the medication;
  - b. An order from a licensed prescriber for the medication containing a statement that it is necessary for the student to possess the medication and that the student is capable of self-administration;
  - c. Written consent from the parents/guardians;
  - d. Demonstration by the student of administration skills and responsible behavior, as evidenced by completion of the Medication Self-Administration Competency Assessment Form 210.1-AR-1.
8. Narcotic Medications. Notwithstanding anything herein to the contrary, students shall not be permitted to possess or self-administer narcotic medications at school. All narcotic medication shall be properly documented, stored and administered by nurses.
9. Administrative Regulations. The Superintendent, in consultation with one or more certified school nurses, shall adopt administrative regulations to implement this policy.

References:

School Code – 24 P.S. §§ 14-1401, 14-1409, 14-1414.1

State Board of Education Regulations – 22 PA Code §§ 12.3, 12.41

Board Policy – 000, 103.1, 113.1, 216, 218, 227