



I. PURPOSE

The purpose of this policy is to set forth the provisions that must be followed when administering medication to students at school.

II. GENERAL STATEMENT OF POLICY

The school district acknowledges that some students may require medication during the school day. The school district's health services designee(s), trained by the licensed school nurse, will administer prescribed medications in accordance with law and school district procedures.

III. REQUIREMENTS

- A. The administration of all (prescription and non-prescription) medication at school requires a completed signed *School Medication Administration Form* by both the student's parent and medical provider.
- B. This 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. Non-prescriptions must come in unopened original containers labeled with the student's name.
- D. Medications are not to be carried by the student, but will be left in a locked location with the appropriate school district personnel. Exceptions to this requirement are: certain medications for life-threatening conditions self-administered/carried (See Part I.1 below), and medications administered as noted in a written agreement between the school district and the parent or as specified in an IEP (individualized education program), Section 504 plan, or IHP (individual health plan).
- E. 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 and container label with new pharmacy instructions shall be required immediately as well.
- F. The school nurse, or other designated person, shall be responsible for the filing of the *School Medication Administration Form* in the health records section of the student file.
- G. The school shall make a reasonable attempt to return the unused medication to the student's parent or legal guardian at the end of each school year. If not collected, medications will be transported to a collection site by a school staff designee. Medications that are considered controlled substances must be transported by a Law Enforcement Agency to a collection bin that complies with Drug Enforcement Agency regulations.
- H. Procedures for administration of medicine at school and school activities shall be developed in consultation with a licensed school nurse, a public or private health organization, or other appropriate party (if appropriately contracted by the school district under Minn. Stat. § 121A.21).
- I. Specific Exceptions:
 1. "Rescue" medications that are prescribed for certain conditions such as asthma, seizures, diabetes, and anaphylaxis may be self-carried / self-administered by a student if:
 - i. the school district has received a written authorization from the student's parent and medical provider permitting the student to self-carry/administer the medication.
 - ii. the medication is properly labeled for that student.
 - iii. there is an emergency action plan that accompanies the medication so that there are directions in the case that the student is unable to self-administer the medication.



2. The school nurse or other appropriate party must assess the student's knowledge and skills to safely possess their emergency medication in a school setting and enter into the student's school health record a plan to implement safe possession and use of the medication.
3. Students who are 18 years old or older may sign the Medication Authorization Form in the parent/guardian section. All other procedures will be followed including having a licensed prescriber sign the *School Medication Authorization Form* as well as storing the medication in the Health Office during school hours.