

**Medication During the School Day**

Any student who is required to take prescribed medication during the school day shall be assisted by the school nurse, building principal or designee provided that:

1. The school nurse has on file:
  - a. a written statement from the licensed prescriber listing the student's name;
  - b. the name and signature of the licensed prescriber and contact number;
  - c. the name, route and dosage of medication;
  - d. the frequency and time of medication administration or assistance;
  - e. the date of the order; and,
  - f. a diagnosis, if not a violation of confidentiality.
  
2. The school nurse has on file:
  - a. a written authorization by the parent and/or guardian which includes the parent's and/or guardian's printed name and signature;
  - b. a list of all medications the student is currently receiving, if not a violation of confidentiality or contrary to the request of the parent, guardian or student that such medication be documented; and,
  - c. approval to have the school nurse administer the medication, the student to possess and self-administer, and/or the principal or designee assist the student with taking the medication.

The school nurse shall ensure the authorization or other accessible documentation contains the parent's and/or guardian's home and emergency phone numbers and persons to be notified in case of a medication emergency, in addition to the parent or guardian and licensed prescriber.

All medication should be delivered to the school nurse or other appropriate school personnel by the parent or guardian. The medication may be delivered by other adults provided that the school nurse or principal is notified in advance by the parent or guardian of the delivery and the quantity of the prescription medication being delivered.

**Medication During the School Day (continued)**

The medication must be delivered and contained in its original pharmacy-labeled container. The school nurse or other responsible person receiving the prescription medication shall document the quantity of the prescription delivered.

All medication shall be stored in its original pharmacy-labeled container and in such a manner as to render it safe and prevent loss of efficacy. A single dose of medication may be transferred from this container to a newly-labeled container for the purposes of field trips or school-sponsored activities.

No more than a 30-day supply of the prescription for a student shall be stored at the school.

**Pupil Use of Inhalers or Epinephrine Auto-Injectors**

A student with severe, potentially life-threatening allergies may possess and self administer an asthma inhalant or an epinephrine auto-injector at school or at any school-sponsored event or program provided that the student has the written approval of the student's physician and, if the pupil is a minor, the written approval of the parent and/or guardian.

The school nurse shall obtain the following information from the student's physician:

- a. the student's name;
- b. the name and signature of the licensed prescriber and business and emergency numbers;
- c. the name, route and dosage of medication;
- d. the frequency and time of medication administration or assistance;
- e. the date of the order;
- f. a diagnosis and any other medical conditions requiring medications, if not a violation of confidentiality or if not contrary to the request of the parent or guardian to keep confidential;
- g. specific recommendations for administration;
- h. any special side effects, contraindications, and adverse reactions to be observed;
- i. the name of each required medication; and,
- j. any severe adverse reactions that may occur to another student for whom the inhalant or epinephrine auto-injector is not prescribed, should such a student receive a dose of the medication.

**Medication During the School Day (continued)**

The student's parent or guardian shall submit a written verification from the physician confirming that the student has the knowledge and skills to safely possess and use an inhaler or epinephrine auto-injector in a school setting.

If a student finds it necessary to use his/her inhaler or auto-injector, he/she shall immediately report to the nearest supervising adult.

**Over-the-Counter Medication**

Non prescription, over-the-counter medication shall be given only with the written authorization of the parent and/or guardian. Students shall not share any prescription or over-the-counter medication with another student.

**Field Trips**

On the occasion of field trips, a staff chaperone must have a list of students who have written parental or guardian permission to receive prescription or over-the-counter medications.

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