

516 STUDENT MEDICATIONS

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

Southside Family Charter School acknowledges that some students may require prescribed drugs or medication during the school day, or during field trips or travel studies. Prescribed medications may be administered by the Office Director, Student Services Coordinator, School Leader, Office Manager, or other school personnel so designated by one of these authorized parties, in accordance with law and the school's procedures.

III. REQUIREMENTS

- A. An Administration of Prescription Medications Form, signed by the student's parent or guardian, must be completed annually (once per school year) and ~~or~~ when a change in the prescription or requirements for administration occurs.
- B. 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.
- C. The school officials may request to receive further information about the prescription, if needed, prior to administration of the substance.
- D. Prescription medications are not to be carried by the student, but will be left with the appropriate school personnel in the school office, in a locked cabinet. Exceptions to this requirement are: prescription asthma medications self-administered with an inhaler (See Part H.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).
- E. The school must be notified immediately by the parent in writing of any change in the student's prescription medication administration, and provide new medical authorization or a container labeled with new pharmacy instructions if possible.

An oral request by the parent for a change in prescription administration must be followed by a new signed Administration of Prescription Medications Form.

- F. For drugs or medicine used by children with a disability, administration may be as provided in the IEP, Section 504 plan or IHP.
- G. The Student Services Coordinator, 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 Student Services Coordinator, or other designated person, shall be responsible for providing a copy of such form to the School Leader and to other personnel designated to administer the medication.
- H. 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:
 - a. the school has received a written authorization from the pupil's parent permitting the student to self-administer the medication;
 - b. the inhaler is properly labeled for that student;
 - c. the parent has not requested school personnel to administer the medication to the student; and
 - d. the school has received 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.

6. Medications:

- a. that are used off school grounds;
- b. that are used in connection with athletics or extracurricular activities; or
- c. that are used in connection with activities that occur before or after the regular school day

are not governed by this policy, with the exception of medications administered during field trips or travel study.

7. Nonprescription Medication.

- a. Students may not possess nonprescription medications for self-administration or distribution for others to use.
- b. Nonprescription medications are stored in the school office in a locked cabinet. All nonprescription medications must be administered by a school health official, and be limited to those medications that have been authorized by the student's parent or guardian. This authorization must be submitted annually with student health forms.
- c. Changes to nonprescription medication authorizations may be made orally by the student's parent or guardian.
- d. When a nonprescription medication is administered to a student during the school day, the administering school health official should notify the student's parent by phone or email as soon as practically possible, including the dosage and time of administration.

8. At the start of each school year or at the time a student enrolls in school, whichever is first, a student's parent, school staff, including those responsible for student health care, and the prescribing medical professional must develop and implement an individualized written health plan for a student who is prescribed epinephrine auto-injectors that enables the student to:

- a. possess epinephrine auto-injectors; or

- b. if the parent and prescribing medical professional determine the student is unable to possess the epinephrine, have immediate access to epinephrine auto-injectors in close proximity to the student at all times during the instructional day.

The plan must designate the school staff responsible for implementing the student's health plan, including recognizing anaphylaxis and administering epinephrine auto-injectors when required, consistent with state law. This health plan may be included in a student's § 504 plan.

- I. For field trips and travel studies, the following additional procedures apply:
 - 1. It is the classroom teacher's responsibility to inform, in advance, the Student Services Coordinator when the class is going on a field trip or extended travel studies trip. Any medication that needs to be given to the student will be sent with the teacher, or other delegated responsible adult, who will carry and administer the medication on the trip as necessary.
 - 2. When the teacher / responsible adult administering the medication on the trip returns to the school building, he/she must record the time of all medications given and sign the medication administration recording sheet in the medication book.
- J. The school may obtain and possess epinephrine auto-injectors to be maintained and administered by school personnel to a student or other individual if, in good faith, it is determined that person is experiencing anaphylaxis regardless of whether the student or other individual has a prescription for an epinephrine auto-injector. The administration of an epinephrine auto-injector in accordance with this section is not the practice of medicine.

The school may enter into arrangements with manufacturers of epinephrine auto-injectors to obtain epinephrine auto-injectors at fair-market, free, or reduced prices. A third party, other than a manufacturer or supplier, may pay for a school's supply of epinephrine auto-injectors

Legal References: Minn. Stat. § 13.32 (Student Health Data)
Minn. Stat. § 121A.21 (Hiring of Health Personnel)
Minn. Stat. § 121A.22 (Administration of Drugs and Medicine)
Minn. Stat. § 121A.221 (Possession and Use of Asthma Inhalers by Asthmatic Students)
Minn. Stat. § 121A.222 (Possession and Use of Nonprescription Pain Relievers by Secondary Students)
Minn. Stat. § 121A.2205 (Possession and Use of Nonsyringe Injectors of Epinephrine; Model Policy)

Minn. Stat. § 121A.2207 (Life-Threatening Allergies in Schools; Stock Supply of Epinephrine Auto-Injectors)
Minn. Stat. § 151.212 (Label of Prescription Drug Containers)
20 U.S.C. § 1400 *et seq.* (Individuals with Disabilities Education Improvement Act of 2004)
29 U.S.C. § 794 *et seq.* (Rehabilitation Act of 1973, § 504)

Cross References: Southside Family Charter School Policy 418 (Drug-Free Workplace/Drug-Free School)