

## MEDICATION POLICY

It is the policy of CRCS that, whenever possible, the schedule of medication administration should allow a student to receive all prescribed doses at home.

- I. If it is necessary for a student to take medication during school hours and a registered nurse is not available, the Principal or designee(s) will administer the medication in accordance with the following:
  - A. A permission form, "Medication Authorization Form-(Prescription or Non-prescription)," is completed and signed by the parent or legal guardian and the physician or nurse practitioner or physician's assistant.
  - B. The medication must be sent to the school office in the original, unbreakable container with a pharmacy produced prescription label with the name of the medication, date, dosage and the name of the student who is to receive it. Over the Counter (OTC) medication must be in the original container.
- II. Any person administering medication in the District (i.e. school day, field trips) will comply with the following:
  - A. Participate in appropriate training or instruction given by a nurse annually with documentation of the training filed in the District Human Resources Office.
  - B. Refer to this medication policy as necessary.
  - C. Verify that a permission form (See Section I.A. above) is on file.
  - D. Follow the prescription instructions.
  - E. Record the administration of each medication.
  - F. Store medication in a locked cabinet.
  - G. Consult with the school nurse as appropriate.
  - H. Allow inhalers to be kept by students as directed by a physician/parent if a nurse has determined that the student uses the inhaler appropriately.
- III. Parents or legal guardians should be advised that:
  - A. The Principal's designee(s) will assist with administration of medication based on label directions.
  - B. Changes in the medication administration will be according to a doctor's prescription. A one-time telephone order from the physician is acceptable and must be followed up by a written prescription.
  - C. Medication permission forms must be completed yearly.

- D. Parents must supply all medications and administration equipment needed by a student in school, including, but not limited to, glucose tablets, glucagon, glucose monitoring equipment, EpiPens, and nebulizer equipment.
- E. Parents are responsible for authorizing the removal of the medication from school at the end of the school year or on the last days of the student's enrollment. Medication will be discarded appropriately by the school nurse if not removed by the parent or guardian by the end of the school year.
- F. Medications sent to school improperly packaged and/or without a physician's signature will not be administered, and the parent/legal guardian will be notified.

#### IV. **Anaphylactic Emergencies**

- A. Parents or legal guardians will be responsible for providing precise instructions from their physician for action to be taken when a student contacts an allergen which may cause anaphylaxis (bees, wasps, nuts, other foods, latex, etc.).
- B. A nurse will complete an individualized health plan for each student who has been diagnosed with anaphylaxis.
- C. The parent is responsible for providing the appropriate medication for those students who require immediate treatment.
- D. In some cases emergency epinephrine and inhaler medication may be kept with the student. The student must demonstrate sufficient knowledge, skills and judgment to carry and use to a nurse.

#### V. **Asthma/Diabetes Mellitus**

Parents and physician are expected to complete an asthma or diabetes management plan annually, if students are medicated for persistent asthma or diabetes.

- VI. No child with a potentially life-threatening illness will be allowed to attend school without providing the school with unexpired emergency medication. This includes but is not limited to EpiPens, glucagon, and albuterol inhalers.

*LEGAL REFERENCE: TITLE 20A MRSA SECTION 254, Chapter 40*

ADOPTION: 9/12/2012