

# **Saint Thomas the Apostle School Policy and Guidelines for Administering Medications to Pupils at School**

Date of Public Review of Plan: April 11, 2007

The following definition of “medication” is adopted for use in St. Thomas the Apostle School: medication, includes prescription, non-prescription and herbal medications, and includes those taken by mouth, by inhaler, those that are injectable, and those applied as drops to eyes, nose, or medications applied to the skin.

- The pupil’s parent/guardian will give the school written permission and request to administer medication(s) to their pupil.
- Written instructions which include the name of the pupil, name of the medication, dosage of the medication, route of administration, and time the medication is to be administered to the pupil shall accompany the parents signed request, be signed by a physician, and be kept on record by the school.
- Parental or guardian request/permission/instructions, signed by a physician, shall be renewed every school year.
- The building administrator will designate an individual(s) responsible for administering medications to pupils at that school.
- Medications must be administered by one adult in the presence of a second adult, except where the individual administering the medication is a licensed registered professional nurse (as described in the Michigan Revised School Code, Section 380.1178), or when an emergency threatens the life or health of the pupil.
- Each building shall have a plan for handling medical emergencies.
- Students with disabilities who have an Individualized Educational Program (IEP) or Section 504 Plan shall be included under the policy and procedures that govern the administration of medications. Note: The policy and procedures should not violate either the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act.

## **Guidelines for Administration of Medications to Pupils in School**

- A building administrator may set a reasonable designated time for the administration of medications. The parent/guardian shall be informed of this designated time and communicate this to the physician when he/she gives medication administration instructions. The school may request that the physician send a written explanation with the medication administration instructions to the school if an exception to the school’s designated time is necessary.
- A building administrator shall request that a pharmacy supply the oral medication in the exact dosage prescribed so that the individual administering medications is not responsible for dividing/splitting pills.
- Any adverse reaction to medication shall be reported to the pupil’s parent/guardian immediately.
- Any errors made in the administration of medications shall be reported to the building administrator immediately, and a written report completed and entered into the pupil’s school record. The building administrator is responsible for reporting the medication error to the pupil’s parent/guardian immediately.
- When it is necessary for a pupil to have medication administered while on a school-sponsored field trip or off-site activity, the individual designated to administer medication must carry the medication in the original container, and record the necessary information on the medication log upon return from the trip/activity.

## **Policies For Self-Administration/Self-Possession of Medications**

The following definition of “self-administration/self-possession” is adopted for use at St. Thomas School: Self-administration means that the pupil is able to consume or apply prescription and non-prescription medication in the manner directed by the physician without additional assistance or direction. Self-possession means that the pupil may carry medication on his/her person to allow for immediate and self-determined administration.

- A pupil whose parent/guardian and physician provide written permission will be able to self-administer and self-possess his/her own medications.
- A medication that a pupil possesses must be labeled and prepared by a pharmacy or pharmaceutical company and include the dosage and frequency of administration.
- A pupil's use cannot be denied if the conditions of written permission and physician signature are met. A building administrator may discontinue a pupil's right to self-administer and self-possession if there is misuse by the pupil. The denial shall follow a consultation with the parent/guardian.
- For example, a pupil who requires the use of an inhaler for relief or prevention of asthma symptoms will be allowed to carry and use the inhaler if there is written approval from the pupil's physician and parent/guardian on record at the school (as described in the Michigan Revised School Code, Section 380.1179). A pupil who is in possession of an inhaler under the above conditions shall have each of his/her teachers notified of this by the building administrator.

### **Policies For School Staff Training**

- All individuals designated to administer medication are encouraged to receive in-service training on all district policies and procedures related to this responsibility.

### **Policies For Storage and Access to Medication in School**

- All medication shall be kept in a labeled container as prepared by a pharmacy, physician, or pharmaceutical company with the pupil's name, the name of the medication, dosage, and the frequency of administration.
- Medications shall be stored in a school location that is kept locked.
- Emergency medications may be stored in an area readily accessible to the individual designated to administer them.

### **Procedures for Storage and Access to Medications in School**

- It is recommended that medications be brought to the school by the pupil's parent or guardian.
- No changes to medication dosage or time of administration will be made except by instruction from a parent/guardian and signed by a physician.
- Parental or guardian request/permission/instructions and a physician's signature shall be renewed every school year.
- Current expiration dates on prescription medication, epi-pens, and inhalers shall be maintained by the parent/guardian.
- Medication left over at the end of the school year, or after a pupil has left the district, shall be picked up by the parent/guardian. If this is not done, the individual who administers the medication will dispose of the medication and record this disposal on the medication log. This procedure shall be witnessed and initialed by a second adult.

### **Policies For Record-Keeping Related to Medications in Schools**

- A log of medication administration shall be kept in the school office.
- The medication administration log shall be kept until one year following the school year recorded.

### **Procedures for Record-Keeping of Medications in School**

- The medications log shall include the pupil's name and the name and dosage of the medication. The individual giving the medication shall record the date and time of administration of the medication.
- In an error is made in recording, the individual who administered the medication shall cross out, initial the error, and make the correction in the log.