

ADMINISTRATION OF MEDICATION

Definitions

“Medication” includes both prescription and non-prescription medications including those taken by mouth, inhaler, injection, rectally, patch and application as drops to eye, ear or nose, or application to the skin.

“Self-possession” means that under the written authorization of the student’s parent/guardian and the written direction of the physician, a high school student, or otherwise qualified student as provided in this policy, may self-possess medication to allow for immediate and self-determined administration. High school students are not required to provide written authorization for non-prescription medication which they self-possess. A medication that a student possesses must be labeled and prepared by a pharmacy or pharmaceutical company and include the dosage, frequency of administration and expiration date.

“Self-administration” means that the student whose parent has provided written permission and whose physician has provided written direction, and with administrator’s written approval is able to consume or apply prescribed medication in the manner directed by the physician without additional assistance or direction from school personnel. High school students are not required to provide written authorization for non-prescription medication that they self-administer.

“Students” means all students enrolled in South Lyon Community Schools, including those with disabilities who have an Individualized Educational Plan or Section 504 Plan.

Responsibilities of the Parent/Guardian

Medication shall be brought to the school office by the parent/guardian unless other safe arrangements are made with the administration or other designated staff. Medication must be brought to school in a labeled container, as prepared by the pharmacy, physician or pharmaceutical company, with dosage, frequency of administration and expiration date clearly indicated.

Medication must be supplied in exact dosage prescribed so that dividing pills is not the responsibility of school personnel. Prescription and medication supply renewal is the responsibility of the parent/guardian. It is the parent/guardian’s responsibility to keep the medication supply at school updated and current.

School personnel will not administer expired medication. Medication left over at the end of either the school year or the medication administration period, whichever occurs first, must be promptly picked up by the parent/guardian or an adult school employee will dispose of the medication and record this disposal on the medication log. Disposal must be witnessed and documented by a second adult.

The student's parent/guardian assumes the responsibility to immediately inform the building administrator or his/her designated representative, in writing, of any changes in the student's health affecting the dispensation of medication or of any change in the medication, including the discontinuation or modification of the medication.

It is the student's parent/guardian's responsibility to keep his/her emergency contact information up to date.

Responsibilities of the Administration

The Superintendent or his/her designee shall:

1. Provide appropriate training by a licensed registered professional nurse, physician or physician assistant who has knowledge of local school medication policies and procedures, for all building administrators, all school district employees who are authorized to administer medication to students, and all school district employees who are authorized to witness the administration of medication; and
2. Implement appropriate procedures regarding communication of the school district's student medication policy and procedures to employees, students, and parent/guardians, as well as to local physicians.

The building administrator or other designated administrator shall:

1. Inform appropriate school personnel of the student's medication on a need-to-know basis.
2. Designate school personnel who may administer and/or witness the administration of medication to students; and
3. Immediately notify the student's parent/guardian of any error in administering the medication, document such notification, and suggest professional consultation.
4. Develop and implement a plan for handling medical emergencies.
5. Set a reasonable designated time for the administration of medications. The parent/guardian shall be informed of this designated time and shall communicate this to the physician when he/she writes medication administration instructions. The school may request that the physician send a written explanation with the medical administration instructions if an exception to the school's designated time is necessary.

Medication Administration Procedures for Epinephrine Auto-Injectors and Asthmatic Metered Dose or Dry Powder Inhalers

In accordance with Section 1179 of the Revised School Code, students may possess and use epinephrine at school and/or asthmatic metered dose or dry powder inhalers, on school-sponsored transportation or at any activity, event or program sponsored by or in which the student's school is participating if:

1. The student has written approval from his/her physician and, if the student is a minor, from the student's parent or guardian;
2. The principal of the student's school has received a copy of the written approvals; and
3. The student's school has on file an updated written emergency care plan prepared by a licensed physician that contains specific instructions for the student's needs.

When a principal is aware that a student is in possession of an epinephrine auto-injector, he/she shall ensure that each of the student's classroom teachers is notified of that fact and of the provisions of Public Act 73 of 2004. A building administrator shall also notify the Transportation Department.

Medication Administration Procedures for Elementary and Middle School Students

All elementary and middle school students whose health requires the administration of prescription and/or non-prescription medication during school hours must submit a completed school district permission form for prescribed and/or non-prescribed medication, signed and dated by both the student's parent/guardian and the student's physician, to the building administrator. The forms must be renewed annually, or more often, if necessary, and will be kept on file in the school office and/or designated area. Written instructions must include the student's name and phone number, physician's name and phone number, name of medication, dosage, time to be administered, form of medication, method of administration, restrictions and/or possible side effects, special handling instructions and duration of administration. The purpose of the medication may be included on the form but is not required.

The student assumes responsibility for both presenting himself/herself on time and for taking the prescribed medication. (Exceptions may be made for students K-3.) Any exception to the designated medication time requires a written explanation from the student's physician. The student's parent/guardian shares the responsibility to instruct the child to appear for dispensation of the medication at the designated medication time.

Medication Administration Procedures for High School Students

High school students may retain possession of medication and self administer (see Procedures for Self Administration below), as prescribed by the physician, unless the medication is a narcotic or a controlled substance, such as Ritalin, which must be dispensed through the school office, or unless other circumstances make it necessary to dispense the medication from the office. In such instances, or upon written request of the parent/guardian, as described above, the school will hold other medications as well, and all provisions noted above and all procedures noted below will be applicable. If a student is age 18 or is an emancipated minor, the student may provide the written request instead of the parent/guardian.

Procedures for Administering Medication through the School Office

1. Unless the individual administering the medication is a licensed registered professional nurse, medication must be administered by one adult school employee, in the presence of a second employee, both of whom have been designated by the building administrator.
2. Medication may be administered by one adult school employee in a life-threatening situation.
3. A log of medication administration, by individual student, must be kept. The log must contain the name of the student, the name of the medication, the dosage to be given and the time to be given. The person dispensing the medication must record the date and time of administration and sign his/her name. The witness must initial the log. If an error is made in the log, the person administering must line out the error, initial it and make the correction. The individual student log must be filed in the student's permanent record at the end of each school year and be kept for one year after the student's graduation from high school.
4. If an error is made in administration of the medication, it must be immediately reported to the building administrator. A report of the error must be documented and the building administrator shall notify the parent/guardian immediately.
5. If an adverse reaction to medication occurs, the building administrator shall notify the parent/guardian immediately and if necessary, emergency assistance (e.g. "911") should be called.
6. No change in dosage or time of administration shall be made except by written instruction from the student's physician.
7. The amount of the medication received by the school office should be immediately counted and the count recorded by the designated school staff. On a monthly basis the medication should be recounted and reconciled with the prior count and the log.

8. Expiration dates should be checked at the beginning of each semester, especially on epi-pens and inhalers, left in the school office.
9. Medication must be kept in a locked cabinet, drawer, closet or other locked area, or if refrigeration is necessary, the refrigerator must be in a location that is as inaccessible to students as possible.

If the medication provided is for an emergency situation, like an epi-pen, there should be an emergency medication care plan to keep on file in case of emergency.

Procedures for Self-Possession and Self-Administration

1. The student's parent/guardian must submit a completed school district permission form for prescribed medication, signed by the parent and the doctor, giving permission to self-possess and self-administer, to the building administrator. (Forms are not necessary for high school students who self-possess and self-administer non-prescription medication.) The forms must be renewed annually, or more often, if necessary. Written instructions must include the student's name and phone number, physician's name and phone number, name of medication, dosage, time to be administered, form of medication, method of administration, restrictions and/or possible side effects, special handling instructions, duration of administration and the physician's instruction that the student may self-possess and self-administer the medication.
2. A written plan for the student's self-administration of medication shall be developed and authorized by the student, the student's parent/guardian, the student's physician and building administrator for general supervision of the student's self-administration of medication.
3. A maximum of one day's dosage of a narcotic or controlled substance may be in the student's possession at any time, unless otherwise provided in the written self-administration plan. All medication must be in a labeled container, as prepared by the pharmacy, physician or pharmaceutical company, with dosage, frequency of administration and expiration date clearly indicated.
4. Medication shall be maintained exclusively and at all times under the student's control while in the school setting.
5. Students who receive authorization to self-administer their medication shall not convey, transfer, or otherwise distribute the medication to other students; students who violate this conduct standard shall be subject to disciplinary penalties as specified in the Student Code of Conduct.

6. A student's use cannot be denied if the conditions of written permission and physician direction are met. Following a consultation with the parent/guardian, the building administrator may discontinue the student self-possession/self-administration privilege if there is misuse and/or violation of the Substance Abuse Policy. If a student is under an Individualized Educational Program (IEP) or a Section 504 Plan, the action must be taken in accordance with Individuals with Disabilities Education Act (IDEA) or Section 504 or the Rehabilitation Act requirements.

This procedure shall be appropriately publicized (e.g. through Parent/Student Handbooks and school newsletters).

Approved:

LEGAL REFERENCE: MCL 380.1178; AG Opinion #5679, #6476