

MAINE SCHOOL ADMINISTRATIVE DISTRICT #34

Belfast • Belmont • Morrill • Northport • Searsmont • Swanville

ADMINISTERING MEDICINES TO STUDENTS

JLCD

It is the general policy of the MSAD #34 Board of Directors to discourage the dispensing of medications on school premises. With few exceptions, school employees are not trained medical or nursing personnel and are not authorized to dispense medication on a regular basis. Whenever possible, the schedule of drug administration should be altered to allow a student to receive all prescribed doses at home. Where medication during the day is necessary, it may be administered in accordance with this policy.

Base Protocol for Medication

Any time medication is to be taken or administered at school, the following conditions must be met:

1. Medication will be sent to school in a clearly-labeled container, preferably the original prescription bottle, with the name of the child and the medication on it.
2. Written instructions signed by the family physician will be required and will include:
 - Name of child
 - Name of medication
 - Reason for medication
 - Dosage
 - Specific area of application if medication is of a topical nature
 - Time to be administered
 - Possible side-effects, if known, and action to be taken
 - Termination date for administering the medicine—not to exceed the school year
 - A certification by the physician that the medication is necessary to the child's health and must be taken during school hours
3. The parents provide a signed request form, certifying that they are not available during school hours to dispense this medication and an informed consent form allowing the medication to be administered by school personnel
4. For long-term situations, the medication certification and request to dispense expires at the end of each school year, unless terminated earlier by either the family physician or the parents. The certification and request can be renewed each year.
5. The student should not transport more than one day's supply of medication at a time. Larger amounts must be brought to school by the parent(s).
6. The parent will assume the responsibility for informing the school in writing of any change in the child's health or change in medication.

7. The responsibility for seeing a physician on a regular basis and following the physician's instructions rests with the parent. Failure to comply with the recommended protocol will be grounds for the school to discontinue the administration of the medication in question.
8. The MSAD # 34 School District retains the discretion to reject any or all requests for the administration of medication.

The school nurse or the principal's designee if school nurse is not available will:

1. Inform the appropriate school personnel of medication
2. Inform parent(s) of any difficulty with the medication or circumstances which were responsible for the child's not receiving the medication
3. See that the medication is kept in a place inaccessible to other students
4. Encourage the child to take medication with water from a paper cup rather than from a drinking fountain
5. Observe the child as he/she takes the medication
6. Keep a record of the administration of medication on a designated log

In exceptional cases, when a student is considered by the parent and the nurse to be sufficiently responsible, he/she may be given special permission to carry one (1) dose of his/her medication on his/her person and to take it him/herself when necessary. This action will still require a written request from a physician and a request from parents.

Self-administered Medication

Self-administered medications will fall into two (2) categories:

1. Medication prescribed for a short time (5 days or less) for an acute condition (i.e., ear or throat infection, respiratory infection, congestion, cough, etc.). A student will be in a non-contagious phase of that condition and will return to school only upon the advice of the family physician or the school nurse or school physician.
2. Medication prescribed for chronic or permanent condition (i.e., behavioral disorder, convulsive disorder, asthma, cystic fibrosis, diabetes, severe headache, ulcers, heart or kidney condition, etc.).

Students who have a valid medical need for medication at school will be required to self-administer the medication under the supervision of school personnel, if the following conditions are met.

1. The child is, in the parent's opinion, physically and mentally capable of assuming that responsibility and has been adequately instructed at home.
2. Neither parent is available during school hours to administer the medication.

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3. The medication is necessary to the child's health and must be taken during school hours.
4. Supervision will be by the school nurse, where available.

Medication Administered by School Personnel

In the case of a child too young or otherwise unable to self-administer a vital medication, and when the parent is unavailable, the principal and/or school nurse will review the circumstances with the parent and the family physician or school physician to determine whether a non-medical school employee may administer the medication. All unlicensed school personnel shall receive training prior to being authorized to administer medications.

1. In such situations, the parents will sign an informed consent form acknowledging that they are aware that non-medical personnel or unlicensed personnel will be administering the medication.
2. All other requirements of the base protocol will be implemented.

Medications in Emergencies

In the case of students prone to suffer an acute and life threatening allergic reaction to insect stings:

1. Appropriate school personnel will be made aware of the student's condition.
2. Medication as provided by the parent will be kept in a predetermined place at that school and all personnel involved with the child will know its location.
3. A clear emergency procedure will be outlined on the child's health record. All teachers will be informed of the procedure.
4. At least two staff members at that school will be instructed in the administration of said medication.
5. The student will be required to wear a medic-alert emblem indicating his/her condition.

Upon request, a copy of this policy and any required forms will be provided to parents who request the administration of medication in school.

Proposal: February 22, 1989
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