

**BRANDYWINE
HEIGHTS AREA
SCHOOL DISTRICT**

SECTION: PUPILS

TITLE: MEDICATIONS

ADOPTED: June 28, 2004

REVISED: June 1, 2015

210. MEDICATIONS	
1. Purpose	The Board shall not be responsible for the diagnosis and treatment of student illness. The administration of prescribed and over-the-counter medication to a student during school hours in accordance with the direction of a parent/guardian and family physician will be permitted only when failure to take such medicine would jeopardize the health of the student or the student would not be able to attend school if the medicine were not available during school hours.
2. Definition	For purposes of this policy, medication shall include all medicines prescribed by a physician and any over-the-counter medicines. For purposes of this policy, licensed prescribers shall include licensed physicians (M.D. and D.O.), podiatrists, dentists, optometrists, certified registered nurse practitioners and physicians assistants.
3. Authority	The Board directs all district employees to comply with the Pennsylvania Department of Health’s Guidelines for Pennsylvania Schools for the Administration of Medications and Emergency Care.
SC 510 Title 22 Sec. 7.13 Sec. 12.41	Before any medication may be administered to or by any student during school hours, the Board shall require the written request of the parent/guardian, giving permission for such administration and relieving the Board and its employees of liability for administration of medication and the written order of the prescribing physician, which shall include the purpose of the medication, dosage, time at which or special circumstances under which the medication shall be administered, length of period for which medication is prescribed, and possible side effects of medication.
4. Delegation of Responsibility	The Superintendent or designee, in conjunction with the Certified School Nurse (CSN), shall develop procedures for the administration and self-administration of students' medications. All medications shall be administered by the Certified School Nurse (CSN), or other licensed school health staff (RN, LPN) All district employees involved in administering or supervising of self-administration of medication shall receive appropriate training from the school nurse before performing this responsibility. In the event of an emergency, a district employee may administer medication when s/he believes, in good faith, that a student needs emergency care.

<p>Pol. 103.1, 113</p>	<p>The Certified School Nurse shall collaborate with parents/guardians, district administration, faculty and staff to develop an individualized healthcare plan to best meet the needs of individual students.</p> <p>Building administrators and the Certified School Nurse shall review regularly the procedures for administration and self-administration of medications and shall evaluate recordkeeping, safety practices, and effectiveness of this policy.</p>
<p>5. Guidelines</p>	<p>The district shall inform all parents/guardians, students and staff about the policy and procedures governing the administration of medications.</p> <p>All standing orders and parental consents shall be renewed at the beginning of each school year.</p>
<p>SC 1409 Pol. 216</p>	<p>Student health records shall be confidential and maintained in accordance with state and federal laws and regulations and the Department of Health Guidelines.</p>
<p>SC 1414.1 Pol. 210.1</p>	<p>Students may possess and use asthma inhalers and epinephrine auto-injectors when permitted in accordance with state law and Board policy.</p>
	<p><u>Delivery And Storage Of Medications</u></p> <p>All medication shall be brought to the nurse’s office, or the main office if the nurse is in another building, by the parent/guardian or by another adult designated by the parent/guardian. All medication shall be stored in the original pharmacy-labeled container and kept in a locked cabinet designated for storage of medication. Medications that require refrigeration shall be stored in a refrigerator designated for medications.</p> <p>Medication should be recorded and logged in with the date, name of student, name of medication, amount of medication, and signatures of the parent/guardian or designated adult delivering the medication and the school health personnel receiving the medication.</p> <p>Nonprescription medication must be delivered in its original packaging and labeled with the student’s name.</p> <p>Prescription medication shall be delivered in its original packaging and labeled with:</p> <ol style="list-style-type: none"> 1. Name, address, telephone number. 2. Student's name. 3. Directions for use (dosage, frequency and time of administration, route, special instructions).

4. Name of the licensed prescriber.
5. Prescription number.
6. Date originally filled.
7. Name of medication and amount dispensed.
8. Controlled substance statement, if applicable.

All medication shall be accompanied by a completed Medication Administration Consent and Licensed Prescriber's Medication Order Form, or other written communication from the licensed prescriber.

When any medication prescribed for a student is initially brought to school, it shall be the responsibility of the Certified School Nurse to complete the following:

1. Obtain written permission from the physician and parent/guardian for administration or self-administration of medication, which shall be kept confidential and on file in the office of the school nurse.
 - a. Reason for taking this medication.
 - b. Dosage, frequency and length of time.
 - c. Physician comments about the medication.
2. Maintain an individual medication log for all students taking medication during school hours. The log shall be kept electronically in a central place and shall include:
 - a. Name of student.
 - b. Name of medication.
 - c. Medication dosage.
 - d. Time of administration.
 - e. Route of administration.
 - f. Signature of student and the monitor of self-administration.
 - g. Initiation and expiration date of drug.

<p>Pol. 210.1.</p>	<p><u>Disposal Of Medications</u></p> <p>Procedures shall be developed for the disposal of medications consistent with the Department of Health Guidelines, which shall include:</p> <ol style="list-style-type: none">1. Guidelines for disposal of contaminated needles or other contaminated sharp materials immediately in an appropriately labeled, puncture resistant container.2. Processes for immediately returning to parents/ guardians all discontinued and outdated medications, as well as all unused medications at the end of the school year.3. Methods for safe and environmentally friendly disposal of medications. <p><u>Student Self-Administration Of Emergency Medications (Includes Inhalers and Auto-Injectors)</u></p> <p>Prior to allowing a student to self-administer emergency medication, the district shall require the following:</p> <ol style="list-style-type: none">1. An order from the licensed prescriber for the medication, including a statement that it is necessary for the student to carry the medication and that the student is capable of self-administration.2. Written parent/guardian consent.3. An Individual Health Plan including an Emergency Care Plan.4. The nurse shall conduct a baseline assessment of the student's health status.5. The student shall demonstrate administration skills to the nurse and responsible behavior. <p>The nurse shall provide periodic and ongoing assessments of the student's self-management skills.</p> <p>The student shall notify the school nurse immediately following each occurrence of self-administration of medication.</p> <p>Students shall demonstrate a cooperative attitude in all aspects of self-administration• of medication. Privileges for self-administration of medication will be revoked if school policies regarding self-administration are violated.</p>
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<p>Pol. 121</p>	<p><u>Administration of Medication During Field Trips And Other School Sponsored Activities</u></p> <p>Planning for field trips to start early in the school year and to include collaboration between administrators, teachers, nurses, parents/guardians and other designated health officials.</p>
<p>Pol. 103.1, 113</p>	<p>The field trip coordinator is responsible for making arrangements for the medical needs of all participating students and ensure medical supervision if necessary.</p>
<p>Pol. 210, 210.1</p>	<p>Medications shall be administered in accordance with applicable laws, regulations, Board policies and district policies.</p>
<p>Pol. 121</p>	<p>Considerations when planning for administration of medication during field trips and other school-sponsored programs and activities shall be based on the student's individual needs and may include the following:</p> <ol style="list-style-type: none"> 1. Asking parent/guardian to accompany the child on the field trip, with proper clearances. 2. Assigning school health staff to be available during the field trip. However, the health staff member should not be considered a chaperone. 3. Utilizing a licensed person from the school district's substitute list to attend the field trip or cover the regular duties of the school health staff member as necessary. The school building should not be without health staff coverage. 4. Contracting with a credible agency which provides temporary nursing services. 5. Utilizing licensed volunteers via formal agreement that delineates responsibilities of both the school and the individual. 6. Addressing with parent/guardian the possibility of obtaining from the licensed prescriber a temporary order to change the time of the dose. 7. Arranging for medications to be provided in an original labeled container with only the amount of medication needed. <p>Security procedures shall be established for the handling of medication during field trips and other school-sponsored activities.</p>

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	<p>References:</p> <p>School Code - 24 P.S. Sec. 510, 1401, 1402, 1409, 1414.1</p> <p>State Board of Education Regulations - 22 PA Code Sec. 12.41</p> <p>Civil Immunity of School Officers or Employees Relating to Emergency Care, First Aid or Rescue -42 Pa. C.S.A. Sec. 8337.1</p> <p>Pennsylvania Department of Health "Guidelines for Pennsylvania Schools for the Administration of Medications and Emergency Care" March 2010</p> <p>Board Policy - 000, 103.1, 113, 121, 210.1, 216</p>
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