

# Medications

Whenever possible, medications should be administered at home. However, Renaissance Academy administration and/or front office staff will administer medication if families comply with the following policy and procedures:

- **“Asthma medication”** means prescription or nonprescription, inhaled asthma medication.
- **“Diabetes medication”** means prescription or nonprescription medication used to treat diabetes, including related medical devices, supplies, and equipment used to treat diabetes.
- **“Epinephrine auto-injector”** means a disposable drug delivery system with a spring-activated concealed needle that is designed for emergency administration of epinephrine to provide, rapid, convenient first-aid for persons suffering a potentially fatal anaphylactic reaction.
- **“Medication”** means a medicine or substance recognized by the FDA to have curative or remedial properties. The medication must be administered under the direction of a licensed medical provider, and may be a prescribed or over the counter product intended for internal or external use.

## Administration of Medication at School

Designated personnel have the responsibility to administer medication to all students with a written physician's medication order. If a medication is repeatedly refused or not given, the parent/guardian must be notified.

As long as authorized personnel act in a prudent and responsible manner, school staff that provide assistance in substantial compliance with the licensed medical provider's written statement, are not liable civilly or criminally for any adverse reaction suffered by the student as a result of taking the medication or discontinuing the administration of the medication under this policy.

## Procedure for Administration of Medication at School

Do not ask teachers to administer medication to your student. Prescription and/or nonprescription medication may be administered to a student only if:

- The student's parent or legal guardian has provided a completed, current, signed and dated, “Authorization of School Personnel to Administer Medication” form providing for the administration of medication to the student during regular school hours. This request must be updated, at least, on a yearly basis, or whenever a change is made in the medication or the administration of the medication.
- The student's licensed medical provider has also provided a signed and dated “Authorization of School Personnel to Administer Medications” form describing the

method, amount, and time schedule for medication administration, and the side effects that may be seen in the school setting from medication.

- The medication is delivered to the school by the student's parent/guardian. A one week's supply or more is recommended.
- Prescription medicine must be in its original prescription container listing the student's name, the name of the medicine, the amount of dose, and the time it is to be taken.
- Nonprescription, over the counter medication, is in the original container and clearly labeled with child's name and dose, per doctor's order, on the container.
- The medication is an oral, inhalant, eye or ear drop, topical, epinephrine auto-injector, glucagon's, or insulin medication. Medications requiring other routes (IV, and other injectable medications) **cannot** be administered by school personnel.
- Prescription and/or nonprescription medication specified in a student's IEP or 504 accommodation plan will be administered as outlined in the accommodation plan.

The Administration will:

1. Designate staff to administer medication. A record or form identifying the authorized staff by name and position will be kept in the medication administration book.
2. Arrange annual training for designated employees.  
This training will include:
  - a. How to properly administer medication(s).
  - b. Indications for the medication(s).
  - c. Dosage and time of medication(s).
  - d. Adverse reactions and side effects of medication(s).
  - e. Proper maintenance of records.
  - f. Requirement that designated staff sign that they received medication administration training.
3. Insure proper maintenance of records pertaining to the student's daily administration of medication(s) which includes:
  - a. Provide a secure location for the safekeeping of medications.
  - b. Each student must have his/her own "Authorization of School Personnel to Administer Medication" form on file.
  - c. A daily medication tracking form will show authorized signature and initials of designated staff.
  - d. The daily medication tracking form will show medication, dosage, time of day, and date. It will show how much and when medication has been delivered to the school by the parent. It may also show how much medication has been discarded (if necessary) and who witnessed it.
  - e. Any adverse reactions or medication error will be reported promptly to the parent/guardian. If the parent is unavailable, the student's doctor will be called for further direction. This adverse reaction or error must be documented.
  - f. The daily medication tracking form will be available to be viewed by parent/guardian upon request.
  - g. The medication documents will be placed in the student's cumulative file or special education file at the end of each year. The "Authorization of School

Personnel to Administer Medication” and daily medication tracking forms are legal medical documents.

- h. Medication(s) to be administered by school staff must be stored in a locked cabinet with the exception of those medications needing refrigeration.
- i. Adequate temperature of all medication must be maintained.
- j. Unused medication(s) should be picked up within two weeks following notification of parents/guardians or it will be disposed of by the school and recorded on the daily medication tracking form. In disposing of medication, two people must be present to record the amount of medication discarded, date and how discarded. Both witnesses must sign the daily medication tracking form.

Authorization for administration of medication by school personnel may be withdrawn by the school at any time after actual notification to the parent/guardian should problems or difficulties occur, such as:

1. The parent/guardian has been non-compliant with the medication policy
2. The student has been non-compliant with the medication policy by:
  - a. Refusing medication repeatedly.
  - b. Frequently not coming for medication at appointed time.

The withdrawal of medication for students on 504 accommodation plans or IEP can only occur after a renegotiation meeting with the parent has taken place.

### **Student Self-Administration** (of Asthma, Diabetes Medication or an Epinephrine Auto-Injector)

A student shall be permitted to possess and self-administer asthma medication, or diabetes medication, or an epinephrine auto-injector if:

- A. The student’s parent or guardian signs a statement authorizing the student to self-administer asthma or diabetes medication, or an epinephrine auto-injector, and acknowledging that the student is responsible for, and capable of, self-administering the asthma or diabetes medication, or an epinephrine auto-injector. and
- B. The student’s health care provider provides a written statement that states it is medically appropriate for the student to self-administer asthma or diabetes medication, or an epinephrine auto-injector and be in possession of the asthma or diabetes medication, the epinephrine auto-injector at all times, and the name of the asthma or diabetes medication prescribed or authorized for the student’s use.
- C. Any misuse of asthma or diabetes medication, or the epinephrine auto-injector by the student may be subject to disciplinary action.

### **Accidents or Illness**

If a child is injured at school, she/he will be given emergency first aid treatment by an appropriate adult trained in first aid. Judgment will be used on whether to call 911. A parent

will be called immediately. If a parent is not available, the designated emergency contact will be called. If a child should become ill or complain of feeling ill at school, the school nurse or office staff will contact the student's parent and discuss with the parent to determine if the child should be sent home. Students may not attend school with a fever of 100 degrees or higher or other symptoms indicative of illness. Parents, please do not send your student to school if they exhibit any symptoms of sickness or ill health.

In the event that it is determined that an ill student will leave school, a parent will be called, and if not available, the designated guardian(s) will be called. That person must come into the school building to sign out their student during school hours. For safety reason, students will not be sent out to meet parents waiting at the curb. For their comfort and wellbeing and the wellbeing of all our students, children who are determined to be sick must be sent home. School facilities are not adequate to care for sick children.

Parents must notify the school immediately if a student has been diagnosed with an infectious disease such as lice, chicken pox (varicella zoster), whooping cough (pertussis), pink eye, etc. Students with contagious diseases must remain home until cleared for return to school by a doctor.