



*(This information can also be found in the District Handbook, which can be downloaded from the website)*

## **Medication and Students in School**

Students should not take medication during school hours or during school-related activities unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child and otherwise follow the District's procedures on dispensing medication.

No School District employee shall administer to any student, or supervise a student's self administration of, any prescription or non-prescription medication until a completed and signed "School Medication Authorization Form" is submitted by the student's parent/guardian. No student shall possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this policy and its implementing procedures.

Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering medication.

*(Reference Board Policy 7:270 - Administering Medicines to Students)*

### **Authorization for Administration of Medication**

1. All medications given or self-administered in school, including non-prescription drugs, shall be prescribed by a licensed prescriber on an individual basis as determined by the student's health status. The "School Medication Authorization Form," a two-sided document, must be completed and signed by both the parent/guardian and physician. It is maintained in the student's individual medication record.
  - a. A written order for prescription and non-prescription medications must be obtained from the student's licensed prescriber. The order includes:
    - Student's name
    - Date of birth
    - Licensed prescriber, signature and date
    - Licensed prescriber phone and emergency number(s)
    - Name of Medication
      - Dosage
      - Route of administration
      - Frequency and time or circumstances of administration
    - Diagnosis requiring medication
    - Intended effect of the medication/possible side effects
    - Other medication student is receiving
    - Time interval for re-evaluation
2. Nurses are responsible for their own actions regardless of the licensed prescriber's written order. It is the nurse's responsibility to clarify any medication order that is deemed inappropriate or ambiguous. Nurses have the right and responsibility to decline to administer a medication if they feel it jeopardizes student safety. In such instances, the nurse must notify the parent or guardian, student's physician, and administrator.
3. It is preferred that a parent brings the medication to school. When this is not possible, arrangements should be made with the nurse to assure safe transport of medications from home to school. Medication must be brought to the school in a container, labeled appropriately by the pharmacist or licensed prescriber.
  - a. Prescription medication shall display:
    - Student's name
    - Prescription number
    - Medication name and dosage

- Administration route or other directions
  - Date and refill
  - Licensed prescriber's name
  - Pharmacy name, address, and phone number
  - Name or initials of pharmacist
4. In addition to the licensed prescriber's order, a written request shall be obtained from the parent(s) or guardian requesting that medication is given during school hours. The request must include the name of the student, the parent(s) or guardian's name and phone number in case of emergency. It is the parent(s) or guardian's responsibility to ensure that the licensed prescriber's order, written request and medication are brought to the school. (Please note: a parent/doctor authorization form is available to download from the district's website: [www.lf67.org](http://www.lf67.org).)
  5. Over the Counter Medication (OTC):
    - a. OTC (non-prescription) medication shall be brought in with the manufacturer's original label with the ingredients listed and the child's name affixed to the container.

### **Persons Authorized to Administer Medication**

The following staff members may administer medications under these guidelines:

1. Certificated School Nurse – a registered professional nurse who holds a Type 73 School Service Personnel Certificate with endorsement in school nursing or any non-certificated registered professional nurse who was employed in the school district of current employment before July 1, 1976.
2. Registered Nurse (R.N.) – holds a current Illinois Registered Nurse license from the Illinois Department of Professional Regulation and has completed the required pharmacology course that allows him/her to administer medication.
3. Licensed Practical Nurse (LPN) – holds a current Illinois Practical Nurse license from the Illinois Department of Professional Regulation and has completed the required pharmacology course that allows him/her to administer medication.
4. When any of the above personnel are not available, the school administrator (or other school personnel who have volunteered and have received training from the certificated school nurse) may administer medication, under the nurse's direction. Teachers and other non-administrative employees cannot be required to administer medication, although they may volunteer to do so. Because of their "in loco parentis" status, school employees are afforded liability protection from negligence in the administration of medication and treatment in a school setting. Those school employees who do not hold a valid IDPR license and volunteer to administer medication must be properly trained and supervised by the Certificated School Nurse. Such training will include the proper procedure for administering medication, documentation, and possible side effects of medication administered. Any staff members at the school – whether certificated or not – may administer medication in an emergency.

### **Self-administration of Medication**

A student may possess an epinephrine auto-injector (EpiPen®) and/or medication prescribed for asthma for immediate use at the student's discretion, provided the student's parent/guardian has completed and signed a "School Medication Authorization Form." The School District shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or epinephrine auto-injector or the storage of any medication by school personnel. A student's parent/guardian must indemnify and hold harmless the School District and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine auto-injector and/or medication, or the storage of any medication by school personnel.

*(Reference Board Policy 7:270 - Administering Medicines to Students)*

Students should be evaluated on an individual basis regarding the need to carry emergency medication, specifically including asthma medication and EpiPen®. In addition to the authorization set forth in Paragraph 1 of this policy, a written statement signed by the student's physician, parent(s) or guardian, and student verifying the necessity and student's ability to self-administer the medication appropriately must be maintained on file in the health office.

The school nurse will assess and document the student's knowledge and technique regarding self-administration of emergency medication. (Please note: a self-administration authorization form is available to download from the district's website: [www.lf67.org](http://www.lf67.org).)

Once a student has satisfied the requirements of this policy, the student will be permitted to carry and use emergency

medication while in school, while at school sponsored activities, while under the supervision of school personnel, and before or after normal school activities, such as while in before or after-school care on school operated property.

A backup supply of medication to be self-administered must be provided to the school nurse who will maintain such medication in accordance with this policy.

With respect to the self-administration of medication, in the case of an asthma inhaler, the parents or guardians of the pupil may provide a written statement to the school from the parents or guardians containing specified information concerning the medication, along with the prescription label. A statement from the pupil's physician, physician assistant, or advanced practice registered nurse is not required.

#### **Annual Renewal of Authorization for Administration of Medication**

A written request from a student's parent(s) or guardian requesting that medication is given during school hours, or a written authorization permitting self-administration of medication under Paragraph 1 of this policy is effective only for the school year in which it was granted or until the end of the particular treatment regime. Any request or authorization under paragraph 1 must be renewed with each school year (or upon a new treatment regime), and the requirements of Paragraph 1 must be satisfied with each renewal.

#### **Student Refusal to Take Medication**

A student has the right to refuse medication. In such instances, it is the nurse's responsibility to explain to the students as fully and clearly as possible the importance of taking the medication. If the student continues to refuse to comply, the parent or guardian and administrator must be notified.

*References: 105 ISCS 5/10-22.21b and 105 ILCS 5/24-24, of the Illinois School Code*