

No. 210AR
SCHOOL DISTRICT OF
SPRINGFIELD TOWNSHIP
ADMINISTRATIVE RULE

210 – AR. USE OF MEDICATION

1. PURPOSE

The purpose of these Administrative Rules is to specify the conditions and circumstances under which medication shall be administered by school personnel to pupils or self-administered by students.

2. DEFINITION

Medication is any drug prescribed by a practitioner licensed to write prescriptions for any state in the United States for treating an injury, disease or disorder (prescribed medication), or, any drug obtained by the parent/guardian of an unemancipated minor student as an over-the-counter drug and there exists a written authorization by the parent/guardian to administer the drug during the school day (over-the-counter medication).

3. PROCEDURE

- A. With the exception of life threatening situations described in (3B), before any medication may be administered to a pupil during school hours, the school principal or nurse must receive a written request from the parent/guardian giving permission for the administration of such medication (Request from Parents and Physicians to have Medication Administered in School) which, in the case of prescribed medication, must be accompanied by a written order by the treating physician. The order must include the name of the medication, the dosage, the route of administration, the time at which or the special circumstances under which the medication shall be administered, the length of time for which medication is prescribed and the possible side effects of the medication. The parent/guardian must provide a list of current medications taken by the pupil (both at home or in school). The written request from the parent/guardian, the order from the physician, and a completed Request from Parents and Physicians to have Emergency Medication Administered in School along with the medication in its original labeled container, shall be delivered to the school nurse.
- B. For life threatening situations indicating incipient anaphylactic shock, trained staff shall be authorized to administer the epinephrine auto-injector using techniques and employing procedures consistent with the nature

and the level of the training. A request to administer emergency epinephrine by injection for a potentially life threatening allergy shall be made on Request from Parents and Physicians to have Emergency Medication Administered in School. Administration of epinephrine by injection by non-medical staff is restricted to the epinephrine auto-injector.

1. Trained staff means:
 - a. A licensed registered nurse employed by the District; or
 - b. any individual who is currently certified by or through:
 - 1) the American National Red Cross,
 - 2) the American Heart Association, or
 - 3) an equivalent course of instruction approved by the Department of Health in consultation with a technical committee of the Pennsylvania Emergency Health Services Council in a course that included instruction on the administration of an epinephrine auto-injector.

A District employed certified school nurse shall be responsible for coordinating the staff training.

2. Trained staff are advised to administer the epinephrine auto-injector immediately upon signs and symptoms of an allergic reaction of the student to the identified allergen. School staff who interact regularly with pupils who are identified by their parents as having an allergy, and to whom the epinephrine auto-injector is prescribed, will be trained in the administration of the Epinephrine auto-injector.
3. If pupils are of an age, as determined by a physician, to self-administer these injections, they are encouraged to carry this medication on their person. The appropriate medical form still must be completed. The physician and parent/guardian should indicate on the medical form that the pupil is competent to carry and self-administer his/her medication. (It is highly recommended that each anaphylactic pupil carry an epinephrine auto-injector at all times and that an extra be kept in the office.)

C. With the exception of the situation described in (C12), all medications shall be stored and administered by a nurse or person(s) designated by the school principal only after a current, properly completed Request from Parents and Physicians to have Emergency Medication Administered in School is on file.

1. The principal shall designate in writing the person(s) responsible for supervising self-administration of medication and keeping the prescription log when a nurse is not available or when the pupil is out of the building during a school sponsored activity.

2. The school nurse shall orient the person(s) designated by the principal to supervise the self-administration of medication. This orientation will include:
 - a. The regulations regarding self-administration;
 - b. A review of specific medications which are to be self-administered including side effects; and
 - c. A detailed explanation of their role in supervising the medication.
3. The completed Request from Parents and Physicians to have Emergency Medication Administered in School with the permission signature of the parent/guardian and physician's direction and signature must be on file in the nurse's office before any medication may be administered.
4. The initial dose of medication shall be administered by the parent except in life threatening situations. Initial dose is the first dosage administered from the prescription.
5. Medications shall be stored in a locked cabinet and kept in the original labeled container. Emergency medication for anaphylaxis may be stored in an unlocked location.
6. The school nurse or designated person(s) shall maintain a log with the name of each pupil to whom the medication is administered, the prescribing physician, the dosage, the route, the time the medication is given and the person who administered the medication.
7. All controlled substances shall be brought to school by the parent/guardian and shall be returned to the parent/guardian at the end of the school year or the end of the period of medication, whichever is earlier.
8. Any medications left at the end of the school year shall be disposed of under the direction of the school nurse.
9. The superintendent, or a designee, shall notify the parent(s)/guardian(s) of children enrolled in the School District of the provisions of this policy annually.
10. The nurse has the right to refuse to administer any medication that according to his or her professional judgment is prescribed as too high of a dose or is in any way inappropriate for the pupil because

of the potential for harm. In this situation, the nurse will immediately contact the parent, principal, director of pupil services, the pupil's treating physician and the district's consulting physician. The recommendation of the district's consulting physician will be final.

11. Pupils may carry and use an inhaler if a properly completed Request from Parents and Physicians to have Emergency Medication Administered in School is on file and the physician's order specifies the need for the pupil to carry and self-administer the inhaler.
 12. Pupils using an insulin pump may self-administer at any time according to a physician's order. Staff observation is not required unless it is recommended by the student's physician.
- D. Self-administration of Medication. Pupils may carry and self administer other medications only if a properly completed Request from Parents and Physicians to have Emergency Medication Administered in School is on file and the physician's order specifies the need for the pupil to carry and self-administer the medication. In these circumstance, the district reserves the right to obtain a release from the parent. Students may self-administer medication subject to the following conditions:
1. The medication (including prescription and non-prescription medication) will be held by school staff for self-administration.
 2. All medication (including prescription and non-prescription medication) will be kept in the original container with the original label affixed. Non-prescription medication will also be clearly labeled with the student's name.
 3. School staff will observe the student's self-administration of medication. If the student is unable to meet the following criteria, a parent or guardian will be contacted prior to permission being given for self-administration except in the event of a medical emergency.
 4. The self-administration is otherwise in conformance with the District's medication policy.

To self-administer medication, the student must be able to:

1. Respond to and visually recognize his/her name.
2. Identify his/her medication.
3. Measure, pour and administer the prescribed dosage.

4. Sign his/her medication sheet to acknowledge having taken the medication
5. Demonstrate a cooperative attitude in all aspects of self-administration.

Adopted: December 2, 2003

Amended: August 21, 2007