

The board recognizes that students may need to take medication during school hours. School personnel may administer medication prescribed by a health care practitioner upon the conditions set forth below. To minimize disruptions to the school day, medications should be taken at home rather than at school whenever feasible. School personnel should not agree to administer any medication that could be taken at home.

For purposes of this policy, all references to “parent” include parents, legal guardians, and legal custodians. In addition, for purposes of this policy, the term “health care practitioner” is limited to only those medical professionals, such as doctors of medicine, doctors of osteopathic medicine, physician assistants, and nurse practitioners, who are legally authorized to write prescriptions for medications.

A. SCHOOL EMPLOYEE ADMINISTRATION OF MEDICATION TO STUDENTS

1. Conditions for Administration of Medication

School employees are authorized to administer medication only when all of the following conditions have been met.

- a. A completed “Authorization for Medication” form with proper documentation has been filed with the principal or designee.
- b. All medication administered (prescription and non-prescription) by school employees must be presented to the school in its original container or packaging.
- c. The “Authorization for Medication” form and the prescription label on the medication are in agreement with medication, dose, frequency and method of administration.
- d. The school employee has received appropriate medication administration training.
- e. “Authorization for Medication” forms are valid for one calendar year or 365 days at which time a new, updated form must be presented to the school.

2. Standards for Administering Medications

The superintendent shall develop procedures for the implementation of this policy as necessary. These rules and a copy of this policy must be made available to all students and parents each school year. The superintendent’s procedures should be

developed according to the guidelines listed below.

- a. The health and welfare of the student must be of paramount concern in all decisions regarding the administration of medication.
- b. Students with special needs are to be afforded all rights provided by federal and state law as enumerated in the *Policies Governing Services for Children with Disabilities*. Students with disabilities also are to be afforded all rights provided by anti-discrimination laws, including Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act.
- c. No student may possess, use, or transmit any drug or counterfeit drug prohibited by policy 4325, Drugs and Alcohol.
- d. The board generally encourages school personnel to administer medication from a centralized location. However, in all instances, whether from a centralized location or multiple locations, any medications kept at school for a student must be kept in a locked and secure place under control of designated school employees, with the exception of students' rescue medications, which should be stored in a designated unlocked cabinet or file under control of designated school employees. Refrigerated medications shall be stored in an area with limited access. Rescue medications may be stored in the student's classroom as necessary, including asthma inhalers, epinephrine auto-injectors and insulin.
- e. All medications shall be transported to and from school by a parent for elementary and middle school students. The only exception is that with prior documentation on the "Authorization for Medication" form, students who have permission to self-medicate may carry rescue medications.
- f. Class 2 controlled substances (examples: Ritalin, Adderol, Oxycontin, Percocet) will be counted and verified by school personnel and the parent upon delivery to the school and documented on the "medication log" and/or the electronic health record.
- g. At the end of each school year, school personnel shall notify parents that medications must be picked up and that school officials will properly dispose of any medication that remains on school property after a designated date.
- h. At the end of each school year, or upon discontinuance of a medication, all "Authorization for Medication" forms and the daily medication logs should be filed in the student's health folder in their cumulative folder.

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- i. Parents are responsible for informing the school principal of any serious changes in the child's health or any change in the medication to be administered. Changes in medication, including altered dosage or changes in the time and frequency of administration, requires an updated "Authorization for Medication" form.
 - j. Although efforts should be made not to disrupt instructional time, a parent has the right to administer medications to his or her child at any time while the child is on school property.
 - k. School personnel responsible for administering medication shall document all administrations on the "Medication Log" or electronic health record. All logs and "Authorization for Medication" forms will be kept in a secure and confidential location.
 - l. Written information maintained by school personnel regarding a student's medicinal and health needs is confidential. Parents and students must be accorded all rights provided by the Family Educational Rights and Privacy Act and state confidentiality laws. Any employee who violates the confidentiality of the records may be subject to disciplinary action.
 - m. School employees shall not provide or dispense any unauthorized over-the-counter medication to any student under any circumstances.
3. Over-the-Counter Medications

If a student needs a non-prescription (over-the-counter) medication during school hours, an "Authorization for Medication" form must be provided to the school completed by a health care practitioner and the parent specifying the dosage, time and frequency of medication. If the need is short term (5 days or less), a parent's note stating the medication, dosage, time and frequency is all that is required.

Parents who want school personnel to administer over-the counter medication must provide the medication to school personnel pursuant to the requirements of this policy.

B. EMERGENCY MEDICATION AND CARE PLANS

Parents of students who are at risk for medical emergencies, such as those with diabetes, asthma, or severe allergies, should notify the school so that an emergency health care plan can be developed for the student to address emergency administration of medication.

C. STUDENT SELF-ADMINISTRATION OF DIABETES, ASTHMA, OR ANAPHYLACTIC MEDICATIONS

The board recognizes that students with certain health conditions like diabetes, asthma, or an allergy that could result in an anaphylactic reaction may need to possess and self-administer medication on school property. As used in this section of the policy, “medication” refers to a medicine prescribed for the treatment of diabetes, asthma, or anaphylactic reactions and includes insulin or a source of glucose, a prescribed asthma rescue inhaler, or a prescribed epinephrine auto-injector. The procedures for the possession and self-administration of such medication by students on school property during the school day, at school-sponsored activities, and/or while in transit to or from school or school-sponsored events are as follows:

1. Authorization to Self-Administer Medication

Before a student will be allowed to self-administer medication pursuant to this section, the student’s parent must provide to the principal or designee all of the documents listed below:

- a. an “Authorization for Medication” form authorizing the student to possess and self-administer the medication completed by a health care practitioner and the parent;
- b. a written statement from the student’s health care practitioner verifying:
 - 1) that the student has diabetes, asthma, or an allergy that could result in anaphylactic reaction;
 - 2) that the health care practitioner prescribed the medication for use on school property during the school day, at school-sponsored activities, or while in transit to or from school or school-sponsored events; and
 - 3) that the student understands, has been instructed in self-administration of the medication, and has demonstrated the skill level necessary to use the medication and any accompanying device;
- c. any other documents or items necessary to comply with state and federal laws.

Prior to being permitted to self-administer medication at school, the student also must demonstrate to the school nurse, or the nurse's designee, the skill level necessary to use the medication and any accompanying device.

Finally, the student's parents are asked to provide to the school backup medication that school personnel are to keep in a location to which the student has immediate access in the event the student does not have the required medication.

The "Authorization for Medication" form will be effective only for the same school for 365 calendar days. Such permission must be renewed annually.

2. Consequences for Improper Use

A student who uses his or her medication in a manner other than as prescribed may be subject to disciplinary action pursuant to the school disciplinary policy. No one may impose disciplinary action on the student that limits or restricts the student's immediate access to the diabetes, asthma, or anaphylactic medication.

D. STUDENT SELF-ADMINISTERING OTHER MEDICATIONS

Students in high school may self-administer certain other medications if the proper documentation on the "Authorization for Medication" form, including a physician's consent that the student can self-medicate, is on file with the school. Students may not self-administer schedule I and II controlled substances, such as, but not limited to, Ritalin, Oxycontin, Percocet, Adderall, and Concerta. It is a privilege for students to be allowed to self-medicate other medications during school hours. Abuse of this privilege may result in its revocation.

The board does not assume any responsibility for the administration of medication to a student by the student, the student's parent, or any other person who is not authorized by this policy to administer medications to students.

Legal References: Americans with Disabilities Act, 42 U.S.C. 12134, 28 C.F.R. pt. 35; Family Educational Rights and Privacy Act, 20 U.S.C. 1232g; Individuals with Disabilities Education Act, 20 U.S.C. 1400 *et seq.*, 34 C.F.R. pt. 300; Rehabilitation Act of 1973, 29 U.S.C. -705(20), -794, 34 C.F.R. pt. 104; G.S. 115C-36, -307(c), -375.2; *Policies Governing Services for Children with Disabilities*, State Board of Education Policy EXCP-000

Cross References: Parental Involvement (policy 1310/4002), Drugs and Alcohol (policy 4325)

Adopted: March 6, 2017

Revised: September 25, 2017 (*technical corrections only*)