

North Lakes Academy

Policy #: 318

Policy Name: Student Medication

Adopted: November 9, 2010

Reviewed:

I. PURPOSE

The purpose of this policy is to set forth the provisions that must be followed when administering non-emergency prescription medication and over the counter medication to students at school.

II. GENERAL STATEMENT OF POLICY

NLA acknowledges that some students may require prescribed drugs or medication during the school day. NLA's trained health clerk, director, or teacher will administer prescribed medications in accordance with the law and the school board policy.

III. REQUIREMENTS

- A. The administration of prescription medication or drugs at school requires a completed signed request from the student's parent.
- B. An "Administering Prescription Medications" form must be completed by a parent annually (once per school year) and/or when a change in the prescription or requirements for administration occurs. The form may be obtained from the school office.
- C. Prescription medication must come to school in the original container labeled for the student by a pharmacist in accordance with law, and must be administered in a manner consistent with the instructions on the label.
- D. The health clerk may request to receive further information about the prescription, if needed, prior to administration of the substance.
- E. Prescription medications are not to be carried by the student, but will be left with the appropriate NLA personnel. Exceptions to this requirement are: prescription asthma medications self-administered with an inhaler (See Part I.5. below), and medications administered as noted in a written agreement between NLA and the parent or as specified in an IEP (individualized education program), Section 504 plan, or IHP (individual health plan).
- F. The school must be notified immediately by the parent or student 18 years old or older in writing of any change in the student's prescription medication administration. A new medical authorization or container label

- with new pharmacy instructions shall be required immediately as well.
- G. For drugs or medicine used by children with a disability, administration may be as provided in the IEP, Section 504 plan or IHP.
 - H. The health clerk, or other designated person, shall be responsible for the filing of the Administering Prescription Medications form in the health records section of the student file. The health clerk, or other designated person, shall be responsible for providing a copy of such form to the director and to other personnel designated to administer the medication.
 - I. Specific Exceptions:
 - 1. Special health treatments and health functions such as catheterization, tracheotomy suctioning, and gastrostomy feedings do not constitute administration of drugs and medicine;
 - 2. Emergency health procedures, including emergency administration of drugs and medicine are not subject to this policy;
 - 3. Drugs or medicine provided or administered by a public health agency to prevent or control an illness or a disease outbreak are not governed by this policy;
 - 4. Drugs or medicines used at school in connection with services for which a minor may give effective consent are not governed by this policy;
 - 5. Drugs or medicines that are prescription asthma or reactive airway disease medications can be self-administered by a student with an asthma inhaler if:
 - a. NLA has received a written authorization from the pupil's parent permitting the student to self-administer the medication;
 - b. the inhaler is properly labeled for that student; and
 - c. the parent has not requested school personnel to administer the medication to the student.

The parent must submit written authorization for the student to self-administer the medication each school year. In a school that does not have a school nurse or school nursing services, the student's parent or guardian must submit written verification from the prescribing professional which documents that an assessment of the student's knowledge and skills to safely possess and use an asthma inhaler in a school setting has been completed.

6. Medications:
 - a. that are used off school grounds;
 - b. that are used in connection with athletics or extracurricular activities; or
 - c. that are used in connection with activities that occur before or after the regular school day are not governed by this policy.

7. Nonprescription Medication:
 - a. The administration of non-prescription medication at school requires a completed signed request from the student's parent. The form may be obtained from the school office.
 - b. Non-prescription medication must be brought to the health clerk by the parent in its original container.
 - c. When the medication is needed the student will go the health clerk for administration.

J. "Parent" for students 18 years old or older is the student.

Legal References: Minn. Stat. § 13.32 (Student Health Data)
Minn. Stat. § 121A.22 (Administration of Drugs and Medicine)
Minn. Stat. § 121A.221 (Possession and Use of Asthma Inhalers by Asthmatic Students)
Minn. Stat. § 151.212 (Label of Prescription Drug Containers)
20 U.S.C. 1400, *et seq.* (IDEA)
29 U.S.C. 794, *et seq.* (Section 504)