



May 23, 2000

ADMINISTRATIVE MEMORANDUM NUMBER FIFTY-THREE
MEDICATION PROCEDURES

- A. School Administered Medications (Prescription, Non-Prescription, or “Over-the-Counter”)
1. All prescription or non-prescription medications shall be:
 - a. Accompanied by written parental consent.
 - b. Accompanied by current written orders (directions and prescription) from the student’s physician, dentist, nurse practitioner, or physician’s assistant. Orders shall indicate the student’s name, medication, dose, route, time of administration, medication’s purpose, a statement that the medication is necessary during school hours, and any possible side effects and procedures to follow if a severe reaction occurs.
 - c. Sent in a pharmacy or manufacturer’s labeled container. The pharmacy label shall include the student name, name of medication, dose, time and route. Students on more than one medication (or requiring different dosages of the same medication) shall provide separate pharmacy or manufacturer labeled containers for each medication.
 - d. Kept in a locked cabinet or drawer along with the information described in 1.a. and 1.b. above.
 - e. Recorded on the Medication Record Form by the designated school employee who administers the medication. The form shall be retained in the student’s cumulative folder and is subject to random audit by the district nurses.
 - f. Administered by a principal-designated school employee who shall receive annual training by district nurses in medication protocol and precautions.
 2. For parent who request that their elementary students carry their own Epipens, insulin, or asthma inhalers, the physician’s order must include a statement that the student is capable of carrying and self-administering his or her own medication, and that it is medically necessary for them to keep the medication with him or her at all times.
 3. Written orders must be presented to the school office at the beginning of each school year and as medication is prescribed or changed. Requests for changes in dosage, time, or route for any medication shall be accompanied by a written order (see 1.b. above) and new appropriately labeled containers with updated information. Requests to discontinue medication shall be accompanied by a written parent request. Requests to resume

medication shall be accompanied by a written parent request and written physician's order. A copy of these instructions shall be kept on file with the designated school employee.

4. Students with diabetes, seizure disorders, or severe allergic disorders that require emergency medication shall have written instructions from their health care provider, written instructions from parents, and names and phone numbers of emergency contact persons. A district nurse shall review the procedure for administering emergency medications with a school administrator and an appointed designee.
5. All medication that is to be given at school must be furnished by the parent or guardian and delivered to the school by a responsible adult. Unused medication must be picked up by a responsible adult within two weeks following the last dose administered. Medication remaining at the school after this time should be destroyed according to the direction of the school nurse.

B. Self-Administered Medications or Other Substances

1. Secondary students may retain and self-administer medications subject to the following:
 - a. Medication, prescription or non-prescriptions, shall be taken only as directed by prescription or manufacturer's directions.
 - b. Medication, prescription or non-prescription, shall not be sold, shared, or otherwise given to others.
2. A responsible adult must transport syringes (insulin pens excepted) to and from school, and they must be kept in a locked cabinet or drawer in the office.

C. Other Information

1. Granite Health Services may withdraw authorization for administration of medication at any time with parental notice.
2. Violation of this policy may be regarded as substance abuse and could result in disciplinary action pursuant to the district's policies and procedures regarding Substance Abuse.
3. Forms and sample letters to assist with the administration of medication and communication with parents about this memorandum are available at Health Services. Questions and requests for assistance may be directed to Health Services at 646-4246.

/s/

Dr. Stephen F. Ronnenkamp
Superintendent