

Windham School District

JLCD

ADMINISTERING MEDICINES TO STUDENTS

The Windham School District adopts the following policy specific to administering medication to students:

1. Each local school board, with the advice of the school medical health advisor and the school nurse shall establish policy and procedures to give protection and controls to the matter of medications in schools.
2. Any pupil who is required to take a medication prescribed by a licensed physician, advanced registered nurse practitioner or a licensed physician's assistant, during the school day, shall be supervised in taking the medication by the school nurse who shall be responsible for administering the medication.
3. If the school nurse is not available the following option shall apply in implementing (1) above:
The building principal or designee may assist a student in taking required medication by making such medications available to the student as needed, and by observing the student as he/she takes or does not take his/her medication.
4. Upon receiving a request from the parent, guardian or physician relative to a particular student's need for medication during school hours, the school nurse may contact the parent, guardian or physician to discuss whether the student should remain at home or whether the medication should be taken before, during and/or after school.
5. In order for medications to be given in school, the following shall occur:
 - (a) The school nurse shall ensure that a written authorization from the licensed prescriber containing the following, be on file in the student's health record:
 - Student's name;
 - Name and signature of the licensed prescriber and business and emergency numbers;
 - Name, route and dosage of each required medication;
 - Frequency and time of medication administration or assistance;

Legal References: *Ed. 311.02(d);*

See Appendix JLCD-R

Windham School Board	Policy Code: JLCD
Revised: July, 1998 Revised: November, 1999 Revised: May 24, 2005 Adopted: July 5, 2005 Adopted: March 19, 2012	

- Diagnosis and any other medical conditions requiring medications if not a violation of confidentiality or if not contrary to the request of the parent or guardian to keep confidential;
 - Specific recommendations for administering;
 - Any special side effect, contraindications and adverse reactions to be observed;
6. All prescription medications to be administered by the school nurse shall be kept in a securely locked cabinet, used exclusively for medications, which are kept locked except when open to obtain medications. The cabinet shall be substantially constructed and anchored to a solid surface. *All medication (over the counter and prescribed) must be in the original pharmacy labeled container and accompanied by the signed Parent's Request For Giving Medication or Treatment At School form.*
 7. Students in grade six through eight may carry their albuterol inhalers on their person when agreed by parents, students, personal physician and the school nurse. There must be a signed contract on hand and signed by all parties. (Attach example of contract)
 8. Students in grade six through twelve may carry their epipen on their person when agreed by parents, students, personal physician and the school nurse. There must be a signed contract on hand and signed by all parties. (Attach example of contract)
 9. Parents are responsible for providing up-to-date, non-expired, medication to the school.

Legal References: *Ed. 311.02(d);*

See Appendix JLCD-R

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