

Administering Non-injectable/Injectable Medicines to Students**

Students may, subject to the provisions of this regulation, have non-injectable/injectable prescription or nonprescription medication administered by designated, trained school staff. Self-medication by students will also be permitted in accordance with this regulation.

Definitions

1. “Prescription medication” means any non-injectable/injectable drug, chemical compound, suspension, or preparation in suitable form for use as a curative or remedial substance taken either internally or externally by a student under the written direction of a physician. Prescription medication does not include dietary food supplements.
2. “Nonprescription medication” means only commercially prepared, non-alcohol-based medication to be taken at school that is necessary for the student to remain in school. This shall be limited to eyes, nose, and cough drops, cough suppressants, analgesics, decongestants, antihistamines, topical antibiotics, anti-inflammatories, and antacids that do not require written or oral instructions from a physician. Nonprescription medication does not include dietary food supplements.
3. “Physician” means a doctor of medicine or osteopathy, a physician assistant licensed to practice by the Board of Medical Examiners for the state of Oregon, a nurse practitioner with prescriptive authority licensed by the Board of Nursing for the state of Oregon, a dentist licensed by the Board of Dentistry for the state of Oregon, an optometrist licensed by the Board of Optometry for the state of Oregon, or a naturopathic physician licensed by the Board of Naturopathy for the state of Oregon.
4. “Student self-medication” means a student must be able to administer medication to himself or herself without requiring a trained district staff member to assist in the administration of the medication.
5. “Training” means the instruction to be provided to designated school staff on the administration of prescription and nonprescription medication, based on requirements set out in guidelines approved by the Oregon Department of Education, including discussion of applicable district policies, procedures and materials.
6. “Age-appropriate guidelines” means the student must be able to demonstrate the ability, developmentally and behaviorally, to self-medicate with permission from parent (guardian), administrator, and in the case of a prescription medication, a physician.

Designated School Staff/Training

1. The principal will designate school staff authorized to administer medication to students within individual school buildings and while participating at school-sponsored activities on or off district property. The principal will ensure building and activity practices and procedures are consistent with the requirement of law, rules and this regulation.

2. The principal will ensure the training required by law and Oregon Administrative Rules is provided. Training may be conducted by any physician licensed by the state of Oregon, a nurse licensed by the Board of Nursing of the state of Oregon, or by others as deemed appropriate by the district in accordance with training program guidelines recognized by the Oregon Department of Education.
3. Training will provide an overview of applicable provisions of Oregon law, administrative rules, district policy and administrative regulations and include but are not limited to the following: safe storage, handling, monitoring medication supplies, disposing of medications, record keeping and reporting of medication administration and errors in administration, emergency medical response for life threatening side effects and allergic reactions, and student confidentiality. Materials as recommended and/or approved by the Oregon Department of Education will be used.
4. Training will be provided upon initial assignment to designated school staff authorized to administer medication to students. Subsequent training will be provided as necessary to meet changes in Oregon law, rules, training guidance or as otherwise deemed appropriate by the district.
5. A copy of the district's policy and administrative regulation will be provided to all school staff authorized to administer medication to students and others as appropriate.
6. A statement that the designated school staff member has received the required training will be signed by the staff member and filed in the district office.

Administering Medications to Students

Requests for designated district staff to administer medication to students may be approved by the district as follows:

1. A written request for the district to administer prescription medication must be submitted to the school office to include:
 - a. The written signed permission of the parent;
 - b. The written instructions from the physician for the administration of the prescription medication to the student, including:
 - (1) Name of the student;
 - (2) Name of the medication;
 - (3) Route;
 - (4) Dosage;
 - (5) Frequency of administration; and
 - (6) Other special instructions, if any.

The prescription label will be considered to meet this requirement if it contains the information listed in (1)-(6) above.

2. A written request for the district to administer nonprescription medication must be submitted to the school office to include:
 - a. The written signed permission of the parent;

- b. The written instruction from the parent for the administration of the nonprescription medication to the student including:
 - (1) Name of the student;
 - (2) Name of the medication;
 - (3) Route;
 - (4) Dosage;
 - (5) Frequency of administration;
 - (6) Other special instruction, if any.
3. Medication is to be submitted in its original container.
4. Medication is to be brought to and returned from the school by the parent.
5. It is the parent's responsibility to ensure that an adequate amount of medication is on hand at the school for the duration of the student's need to take medication.
6. It is the parent's responsibility to ensure that the school is informed in writing of any changes in medication instructions.
7. In the event a student refuses medication, the parent will be notified immediately. No attempt will be made to administer medication to a student who refuses district administered medication.
8. Any error in administration of medication will be reported to the parent immediately and documentation made on the district's Accident/Incident Report form. Errors include, but are not limited to, administering medication to the wrong student, administering the wrong medication, dose, time, route, etc.
9. Medication shall not be administered or self-medication allowed until the necessary permission form and written instructions have been submitted as required by the district.

Self-Medication

1. Grades K-7: Self-medication of prescription and nonprescription medication is not allowed except in cases where a student must carry such medication on his/her person for immediate access and the necessary permission form and written instructions have been submitted as required above.
2. Grades 8-12: Self-medication of prescription and nonprescription medication may be allowed subject to the following:
 - a. A permission form must be submitted for self-medication of all prescription medication. No permission form is required for self-medication of nonprescription medications.
 - b. Students who are developmentally and/or behaviorally unable to self-medicate will be provided assistance by designated school staff. A permission form and written instructions will be required as provided in Administering Medications to Students Section 1. and 2. above.
 - c. All prescription and nonprescription medication must be kept in its appropriately labeled, original container, as follows:
 - (1) Prescription labels must specify the name of the student, name of the medication, dosage, route and frequency or time of administration and any other special instructions;

- (2) Nonprescription medication must have the student's name affixed to the original container.
 - d. The student may have in his/her possession only the amount of medication needed for that school day, except for manufacture's packaging that contains multiple dosage, the student may carry one package, such as but not limited to, bronchodilators/inhalers.
 - e. Sharing and/or borrowing of medication with another student is strictly prohibited.
3. For students who have been prescribed bronchodilators or epinephrine, school staff may request from the parent or guardian, that the parent or guardian provide backup medication for emergency use by that student. Backup medication, if provided by the parent or guardian, will be kept at the student's school in a location to which the student has immediate access in the event the student has an asthma and/or severe allergy emergency.
 4. Upon written parent request and with a physician's written statement that the lack of immediate access to a backup auto-injectable epinephrine may be life threatening to a student, and the location the school stores backup medication is not located in the student's classroom, a process shall be established to allow the parents/guardian to provide backup auto-injectable epinephrine to be kept in a reasonably secure location in the student's classroom.
 5. Permission to self-medicate may be revoked if the student violates the Board's policy governing Administering Non-injectable and Injectable Medicines to Students and/or these regulations. Additionally, students may be subject to discipline, up to and including expulsion, as appropriate.

Handling, Storage, Monitoring Medication Supplies

1. Medication administered by designated school staff and self-administered medication must be delivered by the parent to the school, in its original container, accompanied by the permission form and written instructions, as required above.
2. Medication in capsule or tablet form and categorized as a sedative, stimulant, anti-convulsant, narcotic analgesic, or psychotropic medication will be counted by designated school staff in the presence of another school employee upon receipt, documented in the student's medication log, and routinely monitored during storage and administration. Discrepancies will be reported to the building principal immediately and documented in the student's medication log. For such medication not in capsule or tablet form, standard measuring and monitoring procedures will apply.
3. Designated school staff will follow the written instructions of the physician and parent and training guidelines as may be recommended by the Oregon Department of Education for administering all forms of non-injectable/injectable medications. (OAR 851-047-0030(11))
4. Medication will be secured as follows:
 - a. Non-refrigerated medications will be stored in a locked cabinet, drawer or box.
 - b. Medications requiring refrigeration will be stored in a locked box in a refrigerator or in a separate refrigerator used solely for the storage of medication.
 - c. Access to medication storage keys will be limited to the building principal and designated school staff.

5. Designated school staff will be responsible for monitoring all medication supplies and for ensuring medication is secure at all times, not left unattended after administering and that the medication container is properly sealed and returned to storage.
6. In the event medication is running low or inadequate dosage is on hand to administer the medication, the designated school staff will notify the parent immediately.

Emergency Response

1. Designated school staff will notify 911 or other appropriate emergency medical response systems and administer first aid as necessary in the event of life threatening side effects that result from district administered medication or from student self-medication. The parent, school nurse and principal will be notified immediately.
2. Minor adverse reactions that result from district administered medication or from student self-medication will be reported to the parent immediately.

Disposal of Medications

1. Medication not picked up by the parent at the end of the school year or within five school days of the end of the medication period, whichever is earlier, will be disposed of by designated school staff in a non-recoverable fashion as follows:
 - a. Medication in capsule, tablet and liquid form will be removed from their original container (destroy any personal information). Crush solid medications, mix or dissolve in water (this applies to liquid as well) and mix with an undesirable substance such as coffee grounds, kitty litter, flour etc., and place it in impermeable non-descriptive containers such as empty cans or sealable bags, placing these containers in the trash. Flush prescriptions down the toilet only if the accompanying patient information specifically instructs it is safe to do so (ONDCP Federal Government Guidelines February 20, 2007);
 - b. Other medication will be disposed of in accordance with established training procedures.
2. All medication will be disposed of by designated school staff in the presence of another school employee and documented as described below.

Documentation and Record Keeping

1. A medication log will be maintained for each student administered medication by the district. The medication log will include but not be limited to:
 - a. The name, dose, route of medication administered, date, time of administration and name of the person administering the medication;
 - b. Student refusals of medication;
 - c. Errors in administration of medication¹
 - d. Emergency and minor adverse reaction incidents¹;
 - e. Discrepancies in medication supply;

¹Designated school staff may note incident by symbol in medication log and attach detailed documentation as necessary.

- f. Disposal of medication including date, quantity, manner in which the medication was destroyed, and the signature of the school staff involved.
2. All records relating to administration of medicines, including permission slips and written instructions, will be maintained in a separate medical file, apart from the student's education records file, unless otherwise related to the student's educational placement and/or individualized education plan. Records will be retained in accordance with applicable provisions of OAR 166-414-0010 (22), (23), and (24).
3. Student medical files will be kept confidential. Access shall be limited to those designated school staff authorized to administer medication to students, the student, and his/her parents. Information may be shared with school staff with a legitimate educational interest in the student or others as may be authorized by the parent in writing.

A school administrator, teacher or other school employee designated by the school administrator is not liable in a criminal action or for civil damages as a result of the administration of prescription and/or nonprescription medication as per ORS 339.870.

A school administrator, school nurse, teacher or other district employee designated by the school administrator, the school district and members of the district board, are not liable in a criminal action or for civil damages as a result of a student's use of medication.