

## **Guidelines for Medication Administration**

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

### **I. DEFINITIONS**

- A. "Student self-medication" means student must be able to administer medication to himself/herself without requiring a trained staff member to assist in the administration of the medication.
- B. "Training" means the instruction to be provided to designated school staff on the administration of prescription and nonprescription medications, based on requirements set out in guidelines approved by the Oregon Department of Education, including discussion of applicable MESD policies, procedures and materials.
- C. "Nonprescription medication" means only commercially prepared, non-alcohol-based medication to be taken at school that is necessary for the child 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.
- D. "Physician" means a doctor of medicine or osteopathy or a physician assistant licensed to practice by the Board of Medical Examiners for the state of Oregon, or a nurse practitioner with prescriptive authority licensed by the Board of Nursing for the state of Oregon, or a dentist licensed by the Board of Dentistry for the state of Oregon, or 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. "Physician" also may include individuals licensed in the categories set out above by comparable licensing agencies in adjoining states.
- E. "Prescription medication" means any noninjectable 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.

## II. DESIGNATION, TRAINING AND SUPERVISION OF APPROPRIATE STAFF

- A. The building administrator will designate school staff authorized to administer medication to students within individual programs and activities. The building principal will ensure building and activity practices and procedures are consistent with the requirements of Oregon law, Oregon Administrative Rules and this regulation.
- B. The building 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 MESD in accordance with training program guidelines recognized by the Department of Education.
- C. Training will provide an overview of applicable provisions of Oregon law, administrative rules, Board policy and administrative regulations and include, but not be limited to the following: safe storage, handling, monitoring medication supplies, disposing of medication, 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.
- D. Training will be provided upon initial assignment to designated 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 MESD.
- E. A copy of MESD's policy and administrative regulation will be provided to all staff authorized to administer medication to students and others as appropriate.
- F. A statement that the designated staff member has received the required training will be signed by the staff member and filed in the MESD office.

## III. ADMINISTERING MEDICATION TO STUDENTS

Personnel, trained in the state-approved medication administration procedure and designated by the building administrator, may administer or assist a student in administering medication necessary to be taken during the school day by complying with the following guidelines:

- A. A written request for MESD to administer prescription medication must be submitted to the school office to include:
  - 1. The signed permission of the parent/guardian;
  - 2. The written instructions\* from the physician, physician assistant or nurse practitioner for the administration of the prescription medication to the student that shall include:
    - a. Name of the student;
    - b. Name of the medication;

- c. Route;
- d. Dosage;
- e. Frequency of administration; and
- f. Other special instruction, if any.

\* The prescription medication label prepared by a pharmacist at the direction of a physician, physician assistant or nurse practitioner will meet the requirements for written instructions if it contains the information listed in a.- f.

B. A written request for MESD to administer nonprescription medication must be submitted and shall include:

- 1. The signed permission of the parent/guardian;
- 2. The written instructions of the parent/guardian to include:
  - a. Name of student;
  - b. Name of medication;
  - c. Route;
  - d. Dosage (within the limits of the label directions\*\*);
  - e. Frequency of administration (within the limits of the label directions\*\*);
  - f. Other special instruction, if any.

\*\* For requests outside the limits of the label directions, signed instructions from the physician, physician assistant or nurse practitioner shall be required as listed in A.2.

- C. Medication is to be submitted in its original container;
- D. Medication is to be brought to and returned from school by the parent;
- E. It is the parent's responsibility to ensure that an adequate amount of medication is on hand at school for the duration of the student's need to take medication;
- F. It is the parent's responsibility to ensure that school is informed in writing of any changes made to the medication instructions;
- G. 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 MESD-administered medication;
- H. Any error in administration of medication will be reported to the parent immediately and documentation made on MESD's Medication Incident Report form. Errors include but are not limited to administering medication to the wrong student, administering the wrong medication, dose, time, route, etc.;
- I. Medication shall not be administered or self-medication allowed, until the necessary permission form and written instructions have been submitted as required by MESD.

#### IV. SELF-MEDICATION

- A. Grades K-8: 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 student has demonstrated the ability, developmentally and behaviorally, to self-medicate. A parent/guardian permission form must be submitted for self-medication, permission from the physician is also required. Such permission may be indicated on the prescription label. Signed permission of the building administrator is required for all self-medication requests.
- B. Grades 9-12: Self-medication of prescription and nonprescription medication may be allowed subject to the following:
  - 1. A parent/guardian permission form must be submitted for self-medication of all prescription and nonprescription medication. In the case of prescription medication, permission from the physician is also required. Such permission may be indicated on the prescription label. Signed permission of the building administrator is required for all self-medication requests;
  - 2. Students who are developmentally and/or behaviorally unable to self-medicate will be provided assistance by designated staff. A permission form and written instructions will be required as provided in Section III A. and B. above.
  - 3. All prescription and nonprescription medication must be kept in its appropriately labeled, original container, as follows:
    - a. 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 instruction including student permission to self-medicate;
    - b. Nonprescription medication must have the student's name affixed to the original container in a manner that does not cover the name of the medication or the instructions.
  - 4. The student may have in his/her possession only the amount of medication needed for that school day.
  - 5. Sharing and/or borrowing of medication with another student is strictly prohibited.
  - 6. Any medication required for use longer than 10 school days will be permitted only upon the written request of the parents.
- C. Permission to self-medicate may be revoked if the student violates the Board's policy governing Administration of Noninjectable Medication to Students and/or these regulations. Additionally, students may be subject to discipline, up to and including expulsion, as appropriate.

#### V. HANDLING, STORAGE, MONITORING OF MEDICATION SUPPLIES

- A. Medication administered by designated staff must be delivered by the parent, in its original container, accompanied by the permission form and written instructions, as required above;

- B. 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 or the student's parent upon receipt. The count shall be documented in the student's medication log, signed by both parties, and routinely monitored during storage and administration. Discrepancies will be reported immediately to the building administrator and documented in the student's medication log. For such medication not in capsule or tablet form, standard measuring and monitoring procedures will apply;
- C. Medication will be secured as follows:
  - 1. Nonrefrigerated medication will be stored in a locked cabinet, drawer or box used solely for the storage of medication;
  - 2. Medication requiring refrigeration will be stored in a locked box in a refrigerator;
  - 3. Access to medication storage keys will be limited to the building administrator and designated staff.
- D. Designated staff will be responsible for monitoring 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.
- E. In the event medication is running low or an inadequate dosage is on hand to administer the medication, the designated staff will notify the parent immediately.

## VI. EMERGENCY RESPONSE

- A. Designated 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 MESD-administered medication or from student self-medication. The parent and building administrator will be immediately notified.
- B. Minor adverse reactions that result from MESD-administered medication or from student self-medication will be reported to the parent immediately.

## VIII. DISPOSAL OF MEDICATIONS

- A. 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 staff in a nonrecoverable fashion as follows:
  - 1. Medication in capsule, tablet or liquid form will be flushed;
  - 2. Other medication will be disposed of in accordance with established training procedures.
- B. All medication will be disposed of by designated staff in the presence of another employee and documented as described in VIII. A. 7. below.

## VIII. DOCUMENTATION AND RECORD KEEPING

- A. A medication log will be maintained for each student administered medication by MESD. The medication log will include but not be limited to:
  - 1. The name, dose and route of medication administered, date, time of administration and name of the person administering the medication;
  - 2. Signing in of all medication with a count of certain medication as identified in V. B. above.
  - 3. Student refusal of medication;
  - 4. Errors in administration of medication;
  - 5. Emergency and minor adverse reaction incidents;
  - 6. Discrepancies in medication supply;
  - 7. Disposal of medication including date, quantity, manner in which the medication was destroyed and the signature of the staff involved.
  
- B. 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 record 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).
  
- C. Student medication files will be kept confidential. Access shall be limited to those designated staff authorized to administer medication to students, the student and his/her parents. Information may be shared with staff with a legitimate educational interest in the student or others as may be authorized by the parent in writing.