

Administering Non-Injectable Medication

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

Definitions

1. **Prescription Medication:** Any non-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:** 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:** 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. "Physician" may also include individuals licensed in the categories set out above by comparable licensing agencies in adjoining states.
4. **Student Self-medication:** A student must be able to demonstrate the ability, developmentally and behaviorally to administer medication to himself or herself without requiring a trained school staff member to assist in the administration of the medication.
5. **Training:** 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 Department of Education, including discussion of applicable district policies, procedures, and materials.

Designated Staff and Training

OAR 581-021-0037 requires that the district meet the following requirements:

1. **Designated Staff:** The principal shall designate school staff authorized to administer medication to students within the building and while participating at school-sponsored activities on or off district property. The principal shall ensure building and activity practices and procedures are consistent with the requirements of law, rules, and this regulation.
2. **Training:** The principal shall ensure that training is provided as required by law and Oregon Administrative Rules. Training may be conducted by any licensed physician, licensed nurse, or by others as deemed appropriate by the district in accordance with training program guidelines recognized by the Department of Education.
3. **Training Content:** Training shall provide an overview of legal and district requirements. Materials approved by the Department of Education shall be used and the training shall include, but not be limited to, the following:
 - a. Safe storage and handling of medications;
 - b. Monitoring medication supplies;
 - c. Disposing of medications;
 - d. Record keeping;
 - e. Reporting of medication administration and errors in administration;
 - f. Emergency medical response for life threatening side effects and allergic reactions;
 - g. Student confidentiality.
4. **Training Schedule:** Training shall initially be provided to current employees, newly hired employees, or assigned employees who shall be authorized to administer medication to students. Subsequent training and review of policy shall be provided as necessary and as deemed appropriate by the district.
5. **District Policy:** A copy of the district policy and regulation shall be provided to all school staff who are authorized to administer medication to students and to others as appropriate.
6. **Verification of Training:** A certificate of attendance verifying that the designated school staff member has received the required training shall be signed by the staff member and trainer and be placed in the personnel file.

Administering Medications

The district may approve requests for designated school staff to administer medication to students as follows:

1. **Written Request for Prescription Medication:** A written request for district staff to administer prescription medication must be submitted to the school office. The request must include the written, signed permission of the parent and written instruction from the physician for administration of the medication to the student, including:

- a. Written, signed permission of the parent;
 - b. Written instruction with the required information from the physician for administration of the medication to the student
 - c. The prescription label shall be considered to meet this requirement if it contains the required information:
 - (1) Name of student;
 - (2) Name of the medication;
 - (3) Route;
 - (4) Dosage;
 - (5) Frequency of administration;
 - (6) Other special instructions, if any.
2. Written Request for Nonprescription Medication: A written request for district staff to administer nonprescription medication must be submitted to the school office. The request must include:
- a. Written, signed permission of the parent;
 - b. Written instruction from the parent for the administration of the nonprescription medication, including:
 - (1) Name of the student;
 - (2) Name of the medication;
 - (3) Route;
 - (4) Dosage;
 - (5) Frequency of administration;
 - (6) Other special instructions, if any.
3. Medication Requirements: Medication to be administered by district staff must meet the following requirements:
- a. Be submitted in its original container;
 - b. Be brought to the school by the parent;
 - c. Include an adequate amount of medication for the duration of the student's need to take medication;
 - d. Provide written information of any changes in medication instruction.
4. Refusal: In the event a student refuses medication, the parent shall be notified immediately. No attempt shall be made to administer medication to a student who refuses it.
5. Errors: Any error in administration of medication shall be reported to the parent, the principal and the school nurse. Documentation shall be made on the appropriate district report form. Errors include but are not limited to administering medication to the wrong student, administering the wrong medication, giving the wrong dose, wrong time, wrong route, etc.

Self-Medication

Students may be allowed to administer their own medication under certain conditions:

1. Grades K-8: Self-medication of prescription and nonprescription medication is not allowed except for cough drops and in cases where a student must carry such medication on his or her person (i.e., inhaler for asthma or epinephrine). The necessary permission form and written instruction must be submitted as required above.
2. Grades 9-12: Self-medication of prescription and nonprescription medication may be allowed under the following conditions:
 - a. A permission form is required for self-medication of prescription medications;
 - b. No permission form is required for self-medication of nonprescription medications;
 - c. Students who are developmentally and/or behaviorally unable to self-medicate (i.e., life skills students) shall be provided assistance by designated school staff. A permission form and written instruction shall be required as provided in the section above on administering medications;
 - d. Each prescription and nonprescription medication must be kept in its appropriately labeled, original container:
 - (1) The labels must specify the name of the student, name of medication, dosage route and frequency or time of administration, and any other special instruction;
 - (2) Nonprescription medication must have the student's name affixed to the original container;
 - (3) The pharmaceutical information sheets may also be kept in the student's medical record for reference, especially regarding the side effects;
 - (4) The student may have in his/her possession only the amount of medication needed for that day;
 - (5) Sharing and/or borrowing of medication with another student is strictly prohibited.
3. Revocation: Permission to self-medicate may be revoked if the student violates the Board policy and/or regulations. Additionally, students may be subject to discipline, up to and including expulsion, as appropriate.

Handling, Storage, Monitoring Medication Supplies

Designated school staff must adhere to the following procedures when handling, storing and monitoring medications.

1. Delivery of Medication: Medication administered by designated staff 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. Double Custody Required: Medication in capsule or tablet form and categorized as a sedative, stimulant, anti-convulsant, narcotic, analgesic or psychotropic medication must be handled appropriately as follows:

- a. The capsules or tablets must be counted by designated school staff in the presence of the parent upon receipt;
 - b. Documented in the student's medication log;
 - c. Routinely monitored during storage and administration;
 - d. Discrepancies are to be reported to the building principal immediately and documented in the student's medication log;
 - e. For medication not in capsule or tablet form, standard measuring and monitoring procedures shall apply.
3. **Written Instructions:** Designated school staff shall follow the written instructions of the physician, parent, and training guidelines as may be recommended by the Department of Education for administering all forms of non-injectable medications.
 4. **Medication Security:** Medication shall be secured as follows:
 - a. Non-refrigerated medications shall be stored in a locked cabinet, drawer, or box used solely for the storage of medication;
 - b. Medications requiring refrigeration shall be stored in a refrigerator in a locked box;
 - c. Access to medication storage keys shall be limited to the principal, school nurse and designated school staff;
 - d. Designated school staff shall 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.
 5. **Inadequate Dosage:** In the event an inadequate dosage of medication is on hand to administer to the student who takes the medication on a regular basis, the designated school staff shall notify the parent immediately.

Emergency Response

Designated school staff shall 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 shall be informed or notified of the situation immediately.

Disposal of Medications

1. **Disposal Conditions:** School nurses shall properly dispose of medication under the following conditions:
 - a. Medication not picked up by the parent at the end of the school year;
 - b. Medication not picked up by the parent within five school days of the end of the medication period;
 - c. Medication with an expired date.
2. **Procedures:** When disposing of medication, the accepted procedures are as follows:

- a. Medication in capsule, tablet or liquid form shall be flushed;
- b. Other medications shall be disposed of in accordance with established training procedures;
- c. The nurse shall dispose of all medication in the presence of another school employee.

Documentation and Record Keeping

The school nurse shall be responsible for establishing and monitoring the medication logs to ensure that the following requirements are met:

1. Medication Log: A medication log shall be maintained for each student who received medication from designated school staff. The medication log shall include, but not be limited to:
 - a. The medication administered, date, time of administration, and name of the person administering the medication;
 - b. Student refusals of medication;
 - c. Errors in administration of medication;
 - d. Emergency and minor adverse reaction incidents;
 - e. Discrepancies in medication supply;
 - f. Disposal of medication including date, quantity, manner of disposal and the signature of the school nurse and witness;
2. Medical File: All records relating to the administration of medication, including permission slips and written instructions, shall 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.
3. Confidentiality: Student medical files shall 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.
4. Injectable medications are covered in individual medical protocols and by Board policy JHCDA - Administering Injectable Medicines to Students.