

Administering Noninjectable Medicines to Students

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

I. DEFINITIONS

- A. “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.
- B. “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 eye, 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.
- C. “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 Oregon State Board of Nursing, 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” also may include individuals licensed in the categories set out above by comparable licensing agencies in adjoining states.
- D. “Student self-medication” means a student must be able to administer medication to himself/herself without requiring a trained staff member to assist in the administration of the medication.
- E. “Age-appropriate guidelines” means the student must be able to demonstrate the ability, developmentally and behaviorally, to self-medicate with permission from parent (guardian), building administrator, and in the case of a prescription medication, a physician.
- F. “Training” means yearly instruction, by a qualified trainer to be provided to designated staff on the administration of prescription and nonprescription medication, based on requirements set out in guidelines approved by the Oregon Department of Education (ODE), including discussion of applicable district policies, procedures and materials.

- G. "Qualified trainer" means a person who is familiar with the delivery of health services in a school setting and who is a registered nurse licensed by the Oregon State Board of Nursing, a physician, or a pharmacist licensed by the State Board of Pharmacy for the State of Oregon.

II. DESIGNATED STAFF/TRAINING

- A. The principal will designate trained 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 requirements of law, rules and this regulation.
- B. The principal will ensure the training required by law and Oregon Administrative Rules is provided. Training may be conducted by a qualified trainer.
- C. Training will provide an overview of applicable provisions of Oregon law, administrative rules, district policy and administrative regulations and include, but not be 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 ODE will be used.
- D. Training will be provided yearly to designated staff authorized to administer medication to students.
- E. A copy of the district'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 district office.

III. ADMINISTERING MEDICATIONS TO STUDENTS

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

- A. A written request for the district to administer prescription medication must be submitted to the school office to include:
 - 1. The written signed permission of the parent.
 - 2. The written instruction from the physician for the administration of the prescription medication to the student including:
 - a. Name of the student.
 - b. Name of the medication.
 - c. Route.
 - d. Dosage.
 - e. Frequency of administration.

- f. Other special instruction, if any.

The prescription label will be considered to meet this requirement if it contains the information listed in a.-f. above.

- B. A written request for the district to administer nonprescription medication must be submitted to the school office to include:
 - 1. The written signed permission of the parent.
 - 2. The written instruction from the parent for the administration of the nonprescription medication to the student including:
 - a. Name of the student.
 - b. Name of the medication.
 - c. Route.
 - d. Dosage.
 - e. Frequency of administration.
 - f. Other special instruction, if any.
- C. Medication is to be submitted in its original container.
- D. Medication is to be brought to and returned from the school by the parent.
- E. 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.
- F. It is the parent's responsibility to ensure that the school is informed in writing of any changes in 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 district-administered medication.
- H. 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.
- I. 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.

IV. SELF-MEDICATION

- A. Self-medication of prescription and nonprescription medication for K-12 students will be allowed subject to the following:
1. A parent (guardian) permission form must be submitted for self-medication of all prescription and most nonprescription medications. Parent permission is not required for self-medication of nonprescription medications in grades 9-12. In the case of prescription medications, permission from the physician or other licensed health care professional is also required. Such permission may be indicated on the prescription label. A written treatment plan from a licensed health care professional for the managing of student's asthma and/or severe allergy will be required for use of medication by the student during school hours. Building principal or designee permission 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 school 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.
 4. 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.
 5. Sharing and/or borrowing of medication with another student is strictly prohibited.
- B. For students who have been prescribed bronchodilators or epinephrine, staff will request from the parent or guardian, that the parent or guardian provide back up 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.
- C. Permission to self-medicate may be revoked if the student violates the Board's policy governing Administering Noninjectable Medicines to Students and/or these regulations. Additionally, students may be subject to discipline, up to and including expulsion, as appropriate.

V. HANDLING, STORAGE, MONITORING MEDICATION SUPPLIES

- A. Medication administered by designated 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.
- 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 staff in the presence of another district 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.
- C. Designated staff will follow the written instructions of the physician and parent and training guidelines as may be recommended by ODE for administering all forms of noninjectable medications.
- D. Medication will be secured as follows:
 - 1. Nonrefrigerated medications will be stored in a locked cabinet, drawer or box used solely for the storage of medication.
 - 2. Medications requiring refrigeration will be stored in a locked box in a refrigerator or a separate refrigerator used solely for the storage of medication.
 - 3. Access to medication storage keys will be limited to the principal and designated staff.
- E. Designated 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.
- F. In the event medication is running low or an inadequate dosage is on hand to administer the medication, the designated school 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 district administered medication or from student self-medication. The parent, school nurse, and principal will be notified immediately.
- B. Minor adverse reactions that result from district-administered medication or from student self-medication will be reported to the parent immediately.

VII. DISPOSAL OF MEDICATIONS

- A. Medication not picked up by the parent at the end of the school year or within ten 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 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)..
 - 2. Other medication will be disposed of in accordance with established training procedures including sharps and glass.
- B. All medication will be disposed of by designated staff in the presence of another school employee and documented as described in VIII. A., below.

VIII. DOCUMENTATION AND RECORD KEEPING

- A. A medication log will be maintained for each student administered medication by the district. 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. Student refusals of medication.
 - 3. Errors in administration of medication¹.
 - 4. Emergency and minor adverse reaction incidents¹.
 - 5. Discrepancies in medication supply.
 - 6. 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 records file unless otherwise related to the student's educational placement and/or

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

individualized education plan. Records will be retained in accordance with applicable provisions of OAR 166-414-0010 (22), (23) and (24).

- C. 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 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 district 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.

AUTHORIZATION FOR MEDICATION ADMINISTRATION AT SCHOOL

In accordance with the Silver Falls School District policy and regulations regarding the administering of medication to the students, the following information and authorization are required.

Medication must be sent to school in its original container with the student's name affixed. In the case of prescription medication, it must be accompanied by the physician's prescription (a prescription label is sufficient). Medication is only administered at school if it is required that it be given during school hours.

Student's name _____ Parent phone _____

School _____ Grade/Teacher _____

Name of medication _____

Dosage to be given _____ Time to be given _____

Route of administration (i.e., orally) _____

Date medication started at school _____ Date medication to be discontinued _____

Reason for medication _____

Any special instructions _____

I request and authorize that the school dispense this medication in accordance with the directions above, and for prescription medication, the direction of the physician. I understand that medication not picked up within ten days of the end of the medication period, or the end of the school year, whichever is earlier, will be destroyed.

Parent/Guardian signature Date _____ Phone _____

Physician signature (required if instructions are different than prescription label) Date _____ Phone _____

ALL MEDICATION, BOTH PRESCRIPTION AND NON-PRESCRIPTION, MUST BE SENT PROPERLY LABELED AND IN THE ORIGINAL CONTAINER. IF STUDENTS ARE SELF-MEDICATING, AN ADDITIONAL FORM IS REQUIRED.

Student Name (print) (Last) (First)

**SELF-MEDICATION AGREEMENT
PRESCRIPTION MEDICATION
Grades K-8**

Grades K-8: Students may only self-medicate if the medication **MUST** be carried on the student's person in order for the medication to be effective.

Students must be able to demonstrate the ability, developmentally and behaviorally, to self-medicate prescription medication with permission from parent (guardian), school administrator, and a physician.

1. A permission form must be submitted for all self-medication of all prescription medication.
2. All prescription 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 instructions.
3. The student may have in his/her possession only the amount of medication needed for that school day.
4. Sharing and/or borrowing of medication with another student is strictly prohibited.
5. Permission to self-medicate may be revoked if the student violates school district policy governing administration of noninjectable medication and/or these regulations. Additionally, students may be subject to discipline, up to and including expulsion, as appropriate.
6. Physician permission to self-medicate may be indicated on the prescription label.

I have read and agree to the above criteria and give permission for my child to carry his/her medication.

_____ Date _____ Phone _____
Parent/Guardian signature

I agree to comply with the above criteria.

_____ Date _____
Student signature

My patient has my permission to self-medicate (not required if permission on label).

_____ Date _____
Physician signature

I grant permission for the above student to self-medicate. Physician permission on file or prescription label.

_____ Date _____
Principal

Student Name (print) (Last) (First)

**SELF-MEDICATION AGREEMENT
PRESCRIPTION MEDICATION
Grades 9-12**

Grades 9-12: Students may self-medicate with prescription medication if parental and school administrator permission is on file with the school office. Permission to self-medicate will not be granted for sedatives, stimulants, anti-convulsant, narcotic analgesic, or psychotropic medication.

Students must be able to demonstrate the ability, developmentally and behaviorally, to self-medicate prescription medication with permission from parent (guardian), building administrator, and physician.

1. A permission form must be submitted for all self-medication for all self-medication of all prescription medication.
2. All prescription 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 instructions.
3. The student may have in his/her possession only the amount of medication needed for that school day.
4. Sharing and/or borrowing of medication with another student is strictly prohibited.
5. Permission to self-medicate may be revoked if the student violates school district policy governing administration of noninjectable medication and/or these regulations. Additionally, students may be subject to discipline, up to and including expulsion, as appropriate
6. Physician permission to self-medicate may be indicated on the prescription label.

I have read and agree to the above criteria and give permission for my child to carry his/her medication.

_____ Date _____ Phone _____
Parent/Guardian signature

I agree to comply with the above criteria.

_____ Date _____
Student signature

My patient has permission to self-medicate (not required if permission on label).

_____ Date _____
Physician signature

I grant permission to the above student to self-medicate. Physician permission on file or prescription label.

_____ Date _____
School Administrator or Designee

FIELD TRIP MEDICATION REQUEST

Teacher: _____ Grade: _____

Date of trip: _____ Destination: _____

Departure time: _____ Return time: _____

Please give health room staff/school secretary at least three working days notice prior to your field trip so any medication needed can be prepared for your students. A fanny pack or other bag will be provided for your convenience to carry medication.

Be advised that state law now requires everyone who administers medication to students in school to receive the state approved training. Only those teachers who have received this training will be allowed to: check medication out of the health room for field trips; carry medication; administer medication.

Medication will need to be signed in and out of the health room and, when you return from your field trip, you must document on the student's medication log that the medication was given.

Thank you for your cooperation.

Sincerely,

Date:

Dear Parent/Guardian,

This is to inform you that: _____ DOB: _____
(student name)

- ___ 1. Your student did not take his/her medication today for the following reason(s):
- Prescription medication cannot be given without *physician's* signed instructions or a pharmacy label.
 - No medication (including over-the-counter) can be given without *parent's* written permission and instruction.
 - Student did not come to office/health room for medication.
 - Medication refill not yet returned to school. Bottle sent home _____
 - Other _____
- ___ 2. Your student is now out of medication: _____
The container is being returned to you.
- ___ 3. Your student is low on _____ medication.
Please provide a refill as soon as possible.
- ___ 4. Parent contact attempted _____
(Date/Time)
- ___ 5. Comments: _____

(Signature)

(Date)