



DISTRIBUTION OF MEDICATION TO STUDENTS

Policy Code: 6125

Chapter 115C-307 of the General Statutes of North Carolina enables public school employees, when given the authority by the Board of Education or its designee, to administer medication prescribed by a doctor upon request of the parents provided that no employee shall be required to administer drugs or medication. As a result, a medication administration policy has been jointly developed by a committee comprised of physicians, nurses, legal experts, a pharmacist, parents and school personnel to address the needs of school employees and students.

Medication Administration Policy

Medication administered during school hours by school personnel should be kept to a minimum. The student in need of medication to sustain his attendance in school may have a chronic health problem, a special health care need, or an unusual health problem where emergency measures are indicated. The policy is intended for this type of child. The school will assume no liability for students who self-medicate. This is the responsibility of the student's parents or guardians.

While most students with asthma function normally at school, their prescribed medications must be readily accessible to them to avoid exacerbation of symptoms. Students whose parents or guardians and/or licensed health care provider judge that they have sufficient maturity to control the use of these inhaled medications should be allowed to retain them in their possessions. The student must demonstrate to the school nurse the skills necessary to use asthma medication.

Some ill children may need medications for short periods of time to enable them to remain in school. Every effort should be made so that medications can be given at home before or after school hours. If this is not possible, it is the parent's or guardian's responsibility to make arrangements with the school administration for medication to be given during school hours as outlined in the "Regulations that Apply to Administration of All Medications."

When children who are subject to unusual health hazards such as allergies to bee stings and/or certain foods attend school, it is the parent's or guardian's responsibility to assure that the school administration is aware of the situation in writing and prepared to implement emergency measures by providing needed medication and information. Depending upon what has been negotiated between the student's parent or guardian, personal physician or health care source, and the school:

- A medication provided by the parent or guardian may be given to allay reactions until the student can be transported to the licensed health care provider's office, or emergency room. Regulations apply for this procedure as well as all medication administered during school hours.

- First aid measures may be instituted. This should be included in a written emergency plan developed for the student, and approved by the parent or guardian and licensed health care provider. The after care of the student is determined by the attending licensed health care provider who sees the student either in the office or in the emergency room. The parent or guardian has responsibility for meeting with school staff to document and review students' needs and develop an action plan approved by the parent or guardian.

I. REGULATIONS THAT APPLY TO ADMINISTRATION OF ALL MEDICATIONS

For all medications including prescription and over the counter medications administered during the school day by school personnel, the following regulations apply:

- A.** A copy of this regulation, a letter to the parent or guardian regarding administration of medication in school and the appropriate forms (parent permission form and licensed health care provider's authorization form) on which to record the necessary information will be provided to parents or guardians on request. Appropriate forms will be completed before initial dose is administered and annually thereafter for students on medication.
- B.** Principal's designee will:
 1. Inform appropriate school personnel of the medication
 2. Keep a monthly medication log of the administration of medicine and date when medicine is discontinued
 3. Secure a signature and initial of the person administering the medication with each dose
 4. Keep medication in a secured location
 5. Refrigerate medication requiring refrigeration in a secure area
 6. Return unused medication to parent/guardian or a mutually agreed upon adult only.
- C.** The School district retains the right to reject a request for administration of medicine.
- D.** The only responsibility or liability that can be assumed by the school system or its personnel is to comply with the instructions forwarded by the child's parents or guardians, pharmacist and licensed health care provider. The school system will assume no liability for students who self-medicate.
- E.** The nurse assigned to each school will provide any necessary monitoring and consultation/training concerning medication to the appropriate school personnel on a regular basis.
- F.** When medication is to be administered in emergency situations, an Emergency Action Plan should be kept in the child's folder.
- G.** The parents or guardians of the child must assume responsibility for informing the principal in writing, who, in turn, will inform the designee of any change in the child's health or when a change in medication occurs.

- H.** An incident report shall be completed immediately when a misadministration of medication occurs. Examples of misadministration include forgetting to give a dose, giving the medicine to the wrong child, giving the wrong medicine or the wrong dose, giving the medicine at the wrong time and giving the medicine by the wrong route. These forms should be filed separately from the student's cumulative folder and are not for public review. The incident report should be given to the school nurse for follow-up. In the event of a drug overdose, poisoning, or the inadvertent administration of the wrong drug, the child's parents or guardians, the licensed health care provider, the local emergency room and/or the poison control center in Charlotte at 1-800-848-6946 should always be called immediately.
- I.** Records of medication administered by school personnel should be maintained. All written parent and licensed health care provider authorizations, medication logs and records should be retained on file at school for as long as the child is enrolled in the school system plus three (3) years past the time the student reaches 18.
- J.** It is the responsibility of the parent or guardian to deliver the medication to the school. Exceptions will be made on a case by case basis. Students carrying medication without proper authorization will be subject to discipline according to the Franklin County Schools' Student Code of Conduct (Rule 3 and Rule 26).
- K.** If a student refuses to take medication or doses are missed, the parents or guardian will be notified and the event documented on the medication log. If the student continues to refuse to take medication, the parents will be responsible for finding an alternative method of medication administration.
- L.** The licensed health care provider's authorization form may be attained through fax.
- M.** The parent or guardian will be notified to pick up medication no later than the third day after the licensed health care provider has ordered discontinuation of the medication or the third day after the last student school day. If medication is not picked up, it will be discarded by the school nurse.
- N.** Responsibilities of the students include (1) to know and follow the regulations of the medication policy and (2) to avoid sharing his/her medication with other students, which is considered a serious offense by school officials and will warrant disciplinary action.
- O.** If a student is on a school sponsored off campus activity such as field trips, medication will be administered according to "Field Trip Medication Administration Procedures."

II. DISPENSING OF MEDICATION BY SCHOOL STAFF
ADMINISTRATION OF ALL PRESCRIPTION MEDICATIONS

1. Written instructions signed by the parent or guardian, and licensed health care provider will be required and will include:
 - a. child's name
 - b. name of medication
 - c. purpose of medication
 - d. route of administration
 - e. time to be administered
 - f. dosage
 - g. possible side effects and contraindications
 - h. termination date for administering the medication
 - i. special instructions regarding child and medication
2. The parent or guardian must take responsibility for supplying medication to the school. Such medication must be in a container labeled by the pharmacist.
3. Any changes in medication, dosage, administration time or any other special instructions will require an order from the licensed health care provider. Such medication must be in a container labeled by the pharmacist. A change in medication will require a new parent permission form.

III. SELF MANAGEMENT OF PRESCRIPTION MEDICATION

As with any medication administered at school, a medication authorization form must be completed by the licensed health care provider and a parent permission form by the parent or guardian for the child who has developed competencies in self medication administration. In addition, the student and parent or guardian will sign the requirements for students with prescribed medication in their possession at school. Self-managed administration of medications must be evaluated individually by the school nurse such as asthma inhalers, insulin and epinephrine. This policy does not apply to controlled substances such as Dexedrine, Ritalin and narcotics. The student's parent or guardian must provide back-up asthma medication that shall be kept at school in a location to which the student has immediate access in the event of an asthma or anaphylaxis emergency.

IV. SELF-ADMINISTRATION OF OVER-THE-COUNTER MEDICATION

Students who are in the sixth grade and above that have developed the competency and are learning self care behavior may be allowed to manage their own medication. NO controlled substances will be self managed by students.

When parents or guardians choose to allow students to self-administer medication they must notify the principal in writing. This notification should include the name, dosage, time(s) to be taken, purpose of the medication, along with a statement releasing Franklin County Schools from responsibility of supervising the self-administration of the medication identified.

Legal Reference: G.S. 115C-375.2

Adopted: 05/12/77

Revised: 09/10/01, 06/13/05, 02/12/07