

## MEDICATION AT SCHOOL

### General Statement

Under normal circumstances prescribed and over the counter medication should be dispensed before and/or after school hours under supervision of the parent or guardian. If a student must receive prescribed or over-the-counter oral or topical medication, eye drops, ear drops or nasal spray (“medications”) from an authorized staff member, the parent must submit a written authorization accompanied by a written request from a licensed health professional prescribing within the scope of his or her prescriptive authority. If the medication will be administered for more than fifteen consecutive days, the health professional must also provide written, current and unexpired instructions for the administration of the medication.

### Special Exception to General Statement

Over-the-counter topical sunscreen products may be possessed and used by students, parents, and school staff without a written prescription or note from a licensed health care provider if the following conditions are met:

- A. The product is regulated by the US Food and Drug Administration as an over-the-counter sunscreen product; and
- B. If possessed by a student, the product is provided to the student by a parent or guardian.

### Procedures

The superintendent shall establish procedures for:

- A. Training and supervision of staff members in the administration of prescribed or over-the-counter medication to students by a physician or registered nurse;
- B. Designating staff members who may administer prescribed or over-the-counter medication to students;
- C. Obtaining signed and dated parental and licensed health professional requests for the administration of prescribed or over-the-counter medications, including instructions from the licensed health professional.
- D. Storing prescribed or over-the-counter medication in a locked or limited access facility; and;
- E. Maintaining records pertaining to the administration of prescribed or non-prescribed medication.
- F. Permitting, under limited circumstances, students to carry and self-administer medications necessary to their attendance at school; and
- G. Permitting possession and self-administration of over-the-counter topical sunscreen products. This procedure may include product identification, storage, limitations of volume of sunscreen product possessed, time and circumstances of use, and such other reasonable conditions deemed necessary.

### **Inhalers, Injections, Suppositories**

Nasal inhalers, suppositories and non-emergency injections may not be administered by school staff other than registered nurses and licensed practical nurses. No medication will be administered by injection by school staff except when a student is susceptible to a predetermined, life-endangering situation [See Policy 3420, Anaphylaxis Prevention and Response]. In such an instance, the parent will submit a written and signed permission statement. Such an authorization will be supported by signed and dated written orders accompanied by supporting directions from the licensed health professional. A staff member will be trained prior to injecting a medication.

### **Discontinuing Medication**

If the district decides to discontinue administering a student's medication, the superintendent or designee must provide notice to the student's parent or guardian orally and in writing prior to the discontinuance. There shall be a valid reason for the discontinuance that does not compromise the health of the student or violate legal protections for the disabled.

### **Administration of legend (prescribed) drugs or controlled substances by nasal spray**

If a school nurse is on the premises, or a parent-designated adult he/she may administer a nasal spray containing a prescribed drug or controlled substance to a student.

A parent designated adult is a volunteer, who may be a school district employee, who receives additional training from a healthcare professional or expert in epileptic seizure care selected by the parents who provides care for the student consistent with the student's individual health plan on file with the school.

### **Required Notifications of EMS**

After every administration of any legend (prescribed) drug or controlled substance by nasal spray to a student, Emergency Medical Services (911) will be summoned as soon as practicable.

Cross References:    Model Policy 3419    Self-Administration of Asthma and Anaphylaxis Medications  
                             Model Policy 3420    Anaphylaxis Prevention and Response

Legal References:    RCW 28A.210.260    Public and private schools -- Administration of oral medication by -- Conditions.  
                             RCW 28A.210.270    Public and private schools -- Administration of oral medication by -- Immunity from liability -- Discontinuance, procedure.

### **Management Resources:**

*Policy & Legal News*, August 2012 "Medication" Definition Expanded  
*Policy & Legal News*, February 2014  
*Policy & Legal News*, July 2017

Revised: February 22, 2018  
Revised: April 25, 2013  
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North Kitsap School District