

## **6.40 ADMINISTERING MEDICATION TO STUDENTS**

Many students are able to attend school regularly only through effective use of medication in the treatment of disabilities or illness. Insofar as it is possible, provisions should be made for such medication to be given by the parent prior to or following the school day. When possible, parents should plan to bring and administer medication. If this is not possible, the dispensation of medication during the school day will be done in accordance with the following:

- A. The school nurse, principal, principal's designee, or parent shall be authorized, when acting in situations other than those governed by O.R.C. §§2305.23, 2305.231, and 3313.712, to administer to a student a drug prescribed for the student in accordance with this Policy. However, only a licensed healthcare professional (e.g., a registered nurse or LPN) with appropriate training shall use the following procedures to administer drugs to a student:
  1. Injection.
  2. Catheterization.
  3. Any other special procedures.
  
- B. The school principal or other person designated by the building principal shall ensure that each student who has diabetes receives appropriate and needed diabetes care in accordance with an order signed by the student's treating physician. Within fourteen days of receiving such an order signed by the student's treating physician, the principal or other person designated by the building principal shall inform the student's parent or guardian that the student may be entitled to a 504 plan regarding the student's diabetes. A student with diabetes shall be permitted to attend the school the student would otherwise attend if the student did not have diabetes. Appropriate diabetes care includes any of the following:
  1. Checking and recording blood glucose levels and ketone levels or assisting the student with checking and recording these levels;
  2. Responding to blood glucose levels that are outside of the student's target range;
  3. In the case of severe hypoglycemia, administering glucagon and other emergency treatments as prescribed;
  4. Administering insulin or assisting the student in self-administering insulin through the insulin delivery system the student uses;
  5. Providing oral diabetes medications;
  6. Understanding recommended schedules and food intake for meals and snacks in order to calculate medication dosages pursuant to the student's physician's order;
  7. Following the physician's instructions regarding meals, snacks, and physical activity; and
  8. Administering diabetes medication in accordance with this policy.
  
- C. The school nurse, principal, guidance counselor, or other properly trained employee who is designated by the building principal will supervise the secure and proper storage and dispensation of medications. However, nothing in this Policy shall be construed to require a person employed by this Board of Education to administer a drug to a student if such person objects, on the basis of religious convictions, to administering the drug. No employee of the District that is not a licensed healthcare professional shall be required to administer injections or infusions except as otherwise required by law and/or set forth in this policy.

- D. No drug prescribed for a student shall be administered pursuant to this Policy or federal law, which includes but is not limited to the Individuals with Disabilities Education Act, until the following occur:
1. The school nurse, principal, guidance counselor, or other person(s) designated by the building principal receives a written request, signed by the parent, guardian, or other person having care or charge of the student, that the drug be administered to the student.
  2. The school nurse, principal, guidance counselor, or other person(s) designated by the building principal receives a written statement, signed by the prescriber of the drug, that includes all of the following information:
    - a. The name and address of the student;
    - b. The school and class in which the student is enrolled;
    - c. The name of the drug and the dosage to be administered;
    - d. The time or intervals at which each dosage of the drug is to be administered;
    - e. The date the administration of the drug is to begin;
    - f. The date the administration of the drug is to cease;
    - g. Any severe adverse reactions that should be reported to the prescriber and one or more telephone numbers at which the prescriber can be reached in an emergency;
    - h. Special instructions for administration of the drug, including sterile conditions and storage.
  3. The parent, guardian, or other person having care or charge of the student agrees to submit a revised statement signed by the prescriber of the drug to the school nurse or other person(s) designated by the principal if any of the information previously provided by the prescriber pursuant to division (C)(2) of this Policy changes.
  4. The school nurse or other person(s) designated by the principal receives a copy of the statements required by division (C)(1) and (2) of this Policy; and
  5. The drug is received by the school nurse or other designated person(s) authorized to administer the drug to the student for which the drug is prescribed in the container in which it was dispensed by the prescriber or a licensed pharmacist. The parent is required to bring all medication to school.
  6. Any other procedures required by the Board of Education are followed.
- E. If a drug prescribed is administered to a student, the school nurse, principal, guidance counselor, or other person(s) designated by the principal shall acquire and retain copies of the written requests required by division (C)(1) and the statements required by division (C)(2) and (3) of this Policy and shall ensure that by the next school day following the receipt of any such statement a copy is given to the person authorized to administer drugs to the student for whom the statement has been received and the original is kept on file in the building where the student attends school.

- F. The school nurse, principal, guidance counselor, or other person designated by the principal shall establish a location in each school building for the storage of drugs to be administered under this Policy. All such drugs shall be stored in that location in a locked storage place, except that drugs that require refrigeration may be kept in a refrigerator in the Office, or as designated by the building principal.
- G. No person who has been authorized by the Board of Education to administer a drug in accordance with this Policy and who has a copy of the most recent statement required by division (C)(2) or (3) of this Policy given to him in accordance with division (D) of this Policy prior to administering the drug is liable in civil damages for administering or failing to administer the drug, unless such person acts in a manner that constitutes gross negligence or wanton or reckless misconduct.
- H. This Policy may be changed, modified, or revised by action of the Board of Education.
- I. Nothing in this Policy affects the application of O.R.C. §§2305.23, 2305.231, or 3313.712 to the administration of emergency care or treatment to a student.
- J. All dental disease prevention programs sponsored by the Ohio Department of Health and administered by school employees, parents, volunteers, employees of local health districts, or employees of the Ohio Department of Health, which utilize prescription drugs for the prevention of dental disease and which are conducted in accordance with the rules and regulations of the Ohio Department of Health, are exempt from all requirements of this Policy. This Policy adopted by the Board of Education does not apply to or otherwise regulate the conduct of such dental disease programs sponsored by the Ohio Department of Health.
- K. In an emergency situation, such as severe bee sting allergy or asthma emergency, those individuals authorized and trained to do so shall administer the appropriate medication in accordance with the written instructions on file. This does not prohibit or restrict student use of epinephrine autoinjectors or asthma inhalers, as set forth in this policy.
- L. Other oral medication, such as aspirin, will not be administered to children without written parental consent.
- M. The school district retains the discretion to reject requests for administration of medication.
- N. A copy of this Policy may be provided to parents upon their request for administration of medication in the schools.
- O. In the case of over the counter drugs, the same procedures as outlined in the above policy are to be followed with the exception of those procedures referring to the prescriber's permission and procedures. In the case of over the counter drugs, the parent is responsible for complying with all procedures in lieu of the prescriber and assumes liability for the above.
- P. Notwithstanding the above, a student may possess or apply nonprescription topical ointment designed to prevent sunburn (i.e. sunscreen) while on school property or at a school-sponsored event without written authorization from a healthcare provider. Parental authorization is required to possess and apply sunscreen. Upon request, a designated person employed by the Board may apply sunscreen to students.

- Q. Only Board employees who are licensed health professionals or who have completed a drug administration training program conducted by such a professional may administer prescription drugs to students.

### Epinephrine Autoinjectors

To the extent permitted by law, as set forth in administrative guidelines developed by the superintendent, students may possess and use an epinephrine autoinjector (epi-pen) to treat anaphylaxis (severe allergic reactions). When permitted, students may possess and use an epi-pen at any activity, event or program sponsored by Franklin Local School District and any activity, event or program in which the District participates.

For purposes of this Policy, the term “prescriber” includes only the following:

- A dentist licensed under O.R.C. Chapter 4715;
- A clinical nurse specialist, certified nurse-midwife, or certified nurse practitioner who holds a certificate to prescribe issued under O.R.C. §4723.48;
- An optometrist licensed under O.R.C. Chapter 4725 to practice optometry under a therapeutic pharmaceutical agents certificate; or
- A physician authorized under O.R.C. Chapter 4731 to practice medicine and surgery, osteopathic medicine and surgery, or podiatry.

**FRANKLIN LOCAL SCHOOL DISTRICT**

**REQUEST TO PERMIT ADMINISTRATION OF MEDICATION AT SCHOOL**

Before a student shall be permitted the use of medication, whether that medication is prescription or nonprescription, this form must be completed in its entirety and placed on file in the school office.

**A separate form must be completed for each new medication.**

Medication must be stored and distributed according to established building procedures and all medication must be sent to school in its original package.

**Section I (To be completed and signed by the prescriber)**

Student Name: \_\_\_\_\_ School: \_\_\_\_\_

Address: \_\_\_\_\_ Grade: \_\_\_\_\_

\_\_\_\_\_

Medication: \_\_\_\_\_ Times to be administered \_\_\_\_\_

Dosage to be given per administration: \_\_\_\_\_

Specific instructions for administering said medication: \_\_\_\_\_

Possible side effects to watch for and actions to be taken, if any: \_\_\_\_\_

Date to begin medication: \_\_\_\_\_ Date to end medication: \_\_\_\_\_

I hereby certify that the above named student is under my care and request that the medication listed be administered in the manner and time frame described.

\_\_\_\_\_  
Prescriber Name                      Signature                      Date                      Phone

**Section II (To be completed by parent or guardian)**

Phone number at which parent or guardian can be reached in case of emergency:

\_\_\_\_\_

Person(s) to be contacted in case of emergency when parent or guardian cannot be reached:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

I request that school personnel honor the instructions of my child's prescriber, in that my child is permitted to receive the medication listed above in the manner and time frame as explained on this form.

I acknowledge by signing this form that School District personnel are under no obligation to render assistance in administering medication and release all school employees and the Board of Education from liability for damages or injury resulting from either performing or not performing the assistance requested.

I also understand that it is my responsibility to provide all necessary medication and supplies, and that any changes in instructions must be received in writing from the prescriber.

Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Board approved 9/20/2012  
Revised \_\_\_\_\_