

EAST  
STROUDSBURG  
AREA  
SCHOOL DISTRICT

SECTION: PUPILS  
TITLE: ~~USE OF~~ MEDICATIONS  
ADOPTED: August 19, 2002  
REVISED: February 28, 2005  
November 20, 2006  
February 25, 2008  
December 19, 2011  
1<sup>st</sup> READ: March 18, 2014

<p>1. Purpose SC 510 Title 22 Sec. 7.13</p> <p>2. Definition</p> <p>3. Authority  SC 510 Title 22 Sec. 12.41</p>	<p style="text-align: center;">210. <del>USE OF</del> MEDICATIONS</p> <p>The Board shall not be responsible for the diagnosis and treatment of student illness. The administration of prescribed medication to a student during school hours in accordance with the direction of a parent/guardian or <del>family-physician-licensed prescriber</del> will be permitted only when failure to take such medicine would jeopardize the health of the student and/or the student would not be able to attend school if the medicine were not available during school hours.</p> <p>Whenever possible, parent(s)/guardian(s) are requested to administer medication at home. If this is not possible, the parent(s)/guardian(s) may request school staff to administer medication at the scheduled time. Every effort should be made by the parent(s)/guardian(s) and their <del>physician-licensed prescriber</del> to schedule the administering of medication, whenever possible, at times during which the student is not in school; thus eliminating disruption to the student's school day and maximizing his/her participation in the learning process. Medication, including aspirin or other over-the-counter medications will be administered only upon written order from a <del>physician-licensed prescriber</del> and in accordance with this policy. All requests shall be reviewed by the <del>school nurse</del> <u>Certified School Nurse</u>.</p> <p>For purposes of this policy, <b>medication</b> shall include all medicines prescribed by a <del>physician-licensed prescriber</del> and any over-the-counter medicines.</p> <p><u>For purposes of this policy, licensed prescribers shall include licensed physicians (M.D. and D.O.), podiatrists, dentists, optometrists, certified registered nurse practitioners and physicians assistants.</u></p> <p><u>The Board directs all district employees to comply with the Pennsylvania Department of Health's Guidelines for Pennsylvania Schools for the Administration of Medications and Emergency Care.</u></p> <p>Before any medicine may be administered to or by any student during school hours, the Board shall require the written request of the parent/guardian, giving permission for such administration and relieving the Board and its employees of liability for administration of medication as well as the written order of <del>the prescribing physician</del> <u>the licensed prescriber</u>, which shall include the purpose of the medication,</p>
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<p>4. Delegation of Responsibility Act 187 of 2004</p>	<p>dosage, time at which or special circumstances under which the medication shall be administered, length of period for which medication is prescribed, and possible side effects of medication. These written permissions from parent(s)/guardian(s) <del>/physician licensed prescriber</del> must be submitted on an annual basis. Medication orders are valid for the <b>current</b> school year. New orders must be obtained each school year (September through June) from the individual's <del>physician-licensed prescriber</del> by the parent(s)/guardian(s).</p> <p>The Superintendent, in conjunction with the <del>e</del>Certified <del>s</del>School <del>n</del>Nurse (CSN), shall develop procedures for the administration and self-administration of students' medications.</p>
<p><u>5. Guidelines</u></p> <p><u>42 Pa. C.S.A. Sec. 8337.1</u></p> <p><u>Pol. 103.1, 113</u></p>	<p>All medications shall be administered by the <del>Certified s</del>School <del>n</del>Nurse <del>or or in the absence of the Certified School Nurse by other licensed school health staff (RN, LPN), except as otherwise noted in this policy designee,</del> or self-administered by the student upon appropriate written authorization, which includes the use of the applicable school district forms.</p> <p>All school district employees involved in administering or supervising of self-administration of medication shall receive appropriate training from the <del>school nurse</del>Certified School Nurse before performing this responsibility.</p> <p><b><u>In the event of an emergency, a district employee may administer medication when s/he believes, in good faith, that a student needs emergency care.</u></b></p> <p><del>The Certified School Nurse shall collaborate with parents/guardians, district administration, faculty and staff to develop an individualized healthcare plan to best meet the needs of individual students.</del></p> <p>Building administrators and the <del>e</del>Certified <del>s</del>School <del>n</del>Nurse shall review <del>regularly at least every two (2) years</del> the procedures for administration and self-administration of medications and shall evaluate recordkeeping, safety practices, and effectiveness of this policy.</p>
<p><u>5. Guidelines</u></p> <p><u>SC 1409 Pol. 216</u></p>	<p>The school district shall inform all parents/guardians, students and staff about the policy and procedures governing the administration of medications.</p> <p><u>All standing medication orders and parental consents shall be renewed at the beginning of each school year.</u></p> <p><u>Student health records shall be confidential and maintained in accordance with state and federal laws and regulations and the Department of Health Guidelines.</u></p>

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SC 1414.1  
Pol. 210.1

Students may possess and use asthma inhalers and epinephrine auto-injectors when permitted in accordance with state law and Board policy.

Delivery And Storage Of Medications

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An "Authorization for Medication During School Hours" form must be completed by the ~~physieian~~-licensed prescriber and signed by the parent(s)/guardian(s) before medication can be given in school. In the absence of this form, there must be a written order from the ~~physieian~~-licensed prescriber and a note from the parent(s)/guardian(s) requesting administration of the medication. The ~~school nurse~~Certified School Nurse may accept a verbal order from the student's ~~physieian~~-licensed prescriber only in a life-threatening situation.

An "Authorization for Medication During School Hours" form should include:

1. Name of student.
2. Date.
3. Diagnosis.
4. Medication name, prescription serial number, dosage, time schedule and duration.
5. Special conditions to observe.
6. If child is qualified and able to self-administer the medication.
7. ~~Physieian's~~-Licensed prescriber's name, signature, registration number, address, ~~and~~ phone number (fax number, if possible) and federal DEA (Drug Enforcement Agency number of pharmacy).
8. Signature of parent(s)/guardian(s).

When any medication prescribed for a student is initially brought to school, it shall be the responsibility of the ~~Certified sSchool nNurse~~ to obtain written permission from the ~~physieian~~-licensed prescriber or parent/guardian for administration or self-administration of medication, which shall be kept confidential and on file in the office of the ~~school nurse~~Certified School Nurse. When deemed applicable, the ~~school nurse~~Certified School Nurse shall review pertinent information regarding the prescribed medication with the student and/or parent/guardian.

The following guidelines shall be followed when storing or dispensing medication:

1. Medication must be in a properly labeled container (by the ~~physieian~~-licensed prescriber or pharmacy).

~~pharmacy):~~

2. ~~All medications shall be brought to the nurse's office by the parent(s)/guardian(s) or another adult designated by the parent(s)/guardian(s). are requested to bring all medication to school.~~
3. Medications are kept in a designated locked area in the nurse's office or, when necessary, in the refrigerator. ~~The district shall not store more than a thirty-day supply of an individual student's medication.~~
4. ~~Medication should be recorded and logged in with the date, name of student, name of medication, amount of medication, and signatures of the parent/guardian or designated adult delivering the medication and the school health personnel receiving the medication.~~
- 4.5. Unused medications are to be picked up by the parent(s)/guardian(s) no later than the last day of the school year; medications which are not picked up will be destroyed fourteen (14) days after the close of the school year.
- 5.6. The ~~Certified sSchool n~~nurse has primary responsibility for the administration of medication including:
  - a. Reporting to ~~physician-licensed prescriber~~ and/or parent(s)/guardian(s).
  - b. Conferring with the ~~physician—licensed prescriber~~ and/or parent(s)/guardian(s).
  - c. Informing, when appropriate, school staff regarding a student's medication requirements.
  - d. Administering and recording of medication data.
- 6.7. Written documentation of the administration of medication will be kept. These records will include the student's name, the name of the medication, the dosage, the time and date of dispensations, and the signature of the person administering the medication.
7. The nurse may refuse to administer any type of medication. The parent(s)/guardian(s) will be notified of this action.
8. In the absence of the ~~Certified sSchool n~~nurse, the principal is responsible for the administration of medication.
9. If it is necessary to administer emergency medication, the ~~Certified sSchool~~

~~n~~Nurse can administer only those medications for which the chief school physician or individual student's ~~physieian-licensed prescriber~~ has authorized standing or emergency orders.

10. Parent(s)/Guardian(s) are responsible for informing the ~~school-nurse~~Certified School Nurse and/~~o~~for any change in the health and/or medication of students. When changes occur, the parent(s)/guardian(s) must return a new medication order form to the nurse. Medication, including over-the counter medications, will be administered only upon written order from the ~~physieian licensed prescriber~~.
11. All medications must be kept in the nurse's office. Students are not allowed to carry medications with them unless a ~~physieian's licensed prescriber's~~ order states that they must do so and all appropriate paperwork has been completed and necessary approvals have been gained. Violations may be considered for appropriate disciplinary consequences.
12. Students in possession of over-the-counter, prescription or other types of drugs which have not been registered with the ~~school-nurse~~Certified School Nurse will be considered to be in violation of the school district's drug and alcohol policy and will be subject to the disciplinary action as set forth therein.
13. The school district will incur NO liability for the use of unauthorized drugs or medications.
14. This policy is in effect for all school district sponsored activities and field trips.

#### Disposal of Medications

Procedures shall be developed for the disposal of medications consistent with the Department of Health Guidelines, which shall include:

1. Guidelines for disposal of contaminated needles or other contaminated sharp materials immediately in an appropriately labeled, puncture resistant container.
2. Processes for immediately returning to parents/guardians all discontinued and outdated medications, as well as all unused medications at the end of the school year.
3. Methods for safe and environmentally friendly disposal of medications.
4. Proper documentation of all medications returned to parents/guardians and for all medications disposed of by the Certified School Nurse or other licensed school health staff. Documentation shall include, but not be limited to, date, time, amount of medication and appropriate signatures.

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<p>School Code 510, 1402</p>	<p><u>Hold Harmless Clause</u></p> <p>The school district, in consideration of dispensation of prescription drugs by the school staff who are employed by said district, hereby covenants and agrees to hold harmless and indemnify all school staff against any and all claims, damages, expenses, attorneys' fees, suits, cause or causes of action in law or equity or any place howsoever which may be brought against any of such school staff because of any negligent act or omission done or not done by such school staff in connection with said dispensation.</p> <p>This policy is a directive of the Board; school staff acting pursuant to this policy are acting within the scope of their employment.</p> <p><b><u>Student Self-Administration Of Emergency Medications</u></b></p> <p>Any student who wishes to carry an asthma inhaler or epinephrine auto-injector and is authorized to do so must demonstrate the competency to the <del>school nurse</del><u>Certified School Nurse</u> for self-administration and for responsible behavior in the use of the medication. Determination of competency for self-administration shall be based on the student's age, cognitive function, maturity and demonstration of responsible behavior. In addition, the student must notify the <del>school nurse</del><u>Certified School Nurse</u> immediately following each use of the inhaler. Abuse or misuse of the inhaler or epinephrine auto-injector and/or failure to follow any Board policy related to use of an inhaler or epinephrine auto-injector may lead to confiscation of the inhaler or epinephrine auto-injector, a loss or privilege to carry the inhaler or epinephrine auto-injector, and appropriate disciplinary consequences.</p>
<p>PA BD. of Nursing September 1992</p>	<p>In cases where the parent/guardian requests that their child be permitted to carry/self-administer medication as per the order of the <del>physician</del><u>licensed prescriber</u>, the medication must be in a properly labeled pharmacy container and the parent/guardian must accept the legal responsibility should the medication be lost, given to or taken by a person other than their child. The parent/guardian must also acknowledge that the East Stroudsburg Area School District has no legal responsibility to ensure that the medication is taken or when the above-named student administers his or her own medication and bears no responsibility for the benefits or consequences of the administration of the medication.</p> <p><b><u>Administration Of Medication During Field Trips And Other School-Sponsored Activities</u></b></p> <p><u>The "Field Trip Medication Administration Form" must be completed by parent(s)/guardian(s) when a staff member is responsible for medication administration to a student during a field trip or other school district sponsored activity.</u></p>

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Security procedures shall be established for the handling of medication during field trips and other school-sponsored activities.

References:

School Code – 24 P.S. Sec. 510, 1401, 1402, 1409, 1414.1

State Board of Education Regulations – 22 PA Code Sec. 12.41

Civil Immunity of School Officers or Employees Relating to Emergency Care, First Aid or Rescue – 42 Pa. C.S.A. Sec. 8337.1

Pennsylvania Department of Health “Guidelines for Pennsylvania Schools for the Administration of Medications and Emergency Care” March 2010

Board Policy – 000, 103.1, 113, 121, 210.1, 216