

# EAST STROUDSBURG AREA SCHOOL DISTRICT

SECTION: PUPILS  
 TITLE: MEDICATIONS  
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210. MEDICATIONS	
<p>1. Purpose                      SC 510                      Title 22                      Sec. 7.13</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 person in parental relation and licensed prescriber 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, the person in parental relation is requested to administer medication at home. Every effort should be made by the person in parental relation and their licensed prescriber 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. Over-the-counter medications will be administered only upon written order from a licensed prescriber and in accordance with this policy. All requests shall be reviewed by the Certified School Nurse <del>(CSN)</del>.</p>
<p>2. Definition</p>	<p>For purposes of this policy, <b>medications</b> shall include all medicines prescribed by a licensed prescriber and any over-the-counter medicines.</p> <p>For purposes of this policy, licensed prescribers shall include licensed physicians (M.D. and D.O.), podiatrists, dentists, optometrists, certified registered nurse practitioners and physician assistants.</p> <p><b>Person in parental relation</b> - a custodial biological or adoptive parent, noncustodial biological or adoptive parent, guardian of the student, or person with whom a student lives and who is acting in a parental role of a student.</p>
<p>3. Authority</p> <p>SC 510                      Title 22                      Sec. 12.41</p>	<p>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.</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 person in parental relation, giving permission for such administration as well as the written order of the licensed</p>

<p>4. Delegation of Responsibility Act 187 of 2004</p>	<p>prescriber, which shall include the purpose of the medication, 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 the person in parental relation/licensed prescriber must be submitted on an annual basis. Medication orders are valid from the date of issuance through the day prior to the first student day of the next school year. New orders must be obtained by the person in parental relation and submitted to the <u>Certified School Nurse or other licensed school health staff (RN/LPN)</u> each school year from the individual's licensed prescriber by the person in parental relation prior to any medication being accepted and/or dispensed by the Certified School Nurse <del>(CSN) or other licensed school health staff (RN/LPN).</del><u>/RN/LPN.</u></p> <p>The Superintendent, in conjunction with the Certified School Nurse, shall develop procedures for the administration and self-administration of students' medications.</p> <p>All medications shall be administered by the Certified School Nurse or by other licensed school health staff (RN/LPN), or emergency medications self-administered by the student who has the appropriate written self-carry authorization.</p>
<p>42 Pa. C.S.A. Sec. 8337.1</p>	<p>In the event of an emergency, a district employee may administer emergency medication when s/he believes, in good faith, that a student needs emergency care.</p>
<p>Pol. 103.1, 113</p>	<p>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.</p> <p>Building administrators and the Certified School Nurse shall review at least every two (2) years the procedures for administration and self-administration of medications and shall evaluate recordkeeping, safety practices, and effectiveness of this policy.</p>
<p>5. Guidelines</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>All standing medication orders shall be renewed at the beginning of each school year.</p>
<p>SC 1409 Pol. 216</p>	<p>Student health records shall be confidential and maintained in accordance with state and federal laws and regulations and the Department of Health Guidelines.</p>
<p>SC 1414.1 Pol. 210.1</p>	<p>Students may possess and use asthma inhalers and epinephrine auto-injectors when permitted in accordance with state law and Board policy.</p>

**Delivery And Storage Of Medications**

An "Authorization for School Medication Administration During School Hours" form must be completed by the licensed prescriber and signed by the person in parental relation before medication can be given in school. In the absence of this form, there must be a written order from the licensed prescriber and a note from the person in parental relation requesting administration of the medication. The Certified School Nurse or other licensed school health staff (RN/LPN) may accept a verbal order from the student's licensed prescriber only in a life-threatening situation.

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

1. Name of student.
2. Date.
3. Diagnosis.
4. Medication name, dosage, time schedule and duration.
5. Special conditions to observe.
6. If student is qualified and able to self-carry and administer the emergency medication.
7. Instructions for field trips.
8. Licensed prescriber's name, signature, and phone number.
9. Signature of the person in parental relation.

When any medication prescribed for a student is initially brought to school, it shall be the responsibility of the Certified School Nurse or other licensed school health staff (RN/LPN) to sign off that they have received from the person in parental relation documentation of the written permission from the licensed prescriber and person in parental relation for administration or self-administration of medication, which shall be kept confidential and on file in the office of the Certified School Nurse. When deemed applicable, the Certified School Nurse or other licensed school health staff (RN/LPN) shall review pertinent information regarding the prescribed medication with the student and/or person in parental relation.

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

1. Medication must be in a properly labeled container (by the licensed prescriber or

	<p>pharmacy).</p> <ol style="list-style-type: none"><li>2. Over the counter medication must be provided in an original/unopened container.</li><li>3. All medications shall be brought to the nurse's office by the person in parental relation or another adult designated by the person in parental relation. Medication(s) shall not be accepted at the school by anyone other than the Certified School Nurse <u>or other licensed school health staff (RN/LPN)</u>.</li><li>4. 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.</li><li>5. Medication should be recorded and logged in with the date, name of student, name of medication, amount of medication, time medication received, name of the person in parental relation or designated adult delivering the medication and the name of the school health personnel receiving the medication.</li><li>6. Unused medications are to be picked up by the person in parental relation 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.</li><li><del>7. The Certified School Nurse has primary responsibility for the administration of medication including:<ol style="list-style-type: none"><li>a. Reporting to licensed prescriber and/or person in parental relation.</li><li>b. Conferring with the licensed prescriber and/or person in parental relation.</li><li>c. Informing, when appropriate, school staff regarding a student's medication requirements.</li><li>d. Administering and recording of medication data.</li></ol></del></li><li>8. <del>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 full name of the licensed person administering the medication.</del></li><li>7. The <u>Certified School Nurse or other licensed school health staff (RN/LPN)</u> may refuse to administer any type of medication. The person in parental relation will be notified of this action.<ol style="list-style-type: none"><li>8. If it is necessary to administer emergency medication, the Certified School Nurse <u>or other licensed school health staff (RN/LPN)</u> can administer only those medications for which the chief school physician or</li></ol></li></ol>
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individual student's licensed prescriber has authorized standing or emergency orders.

9. The person in parental relation is responsible for informing the Certified School Nurse or other licensed school health staff (RN/LPN) of any change in the health and/or medication of students. When changes occur, the person in parental relation must return a new medication order form to the Certified School Nurse or other licensed school health staff (RN/LPN). Medication, including over-the-counter medications, will be administered only upon written order from the licensed prescriber.
10. All medications must be kept in the nurse's office. Students are not allowed to self-carry emergency medications with them unless a 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.
11. Students in possession of over-the-counter, prescription or other types of medications which have not been registered with the Certified School Nurse or other licensed school health staff (RN/LPN) 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.
12. The school district will incur NO liability for the use of unauthorized drugs or medications.
13. 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 (RN/LPN). Documentation shall include, but not be limited to, date,

time, amount of medication and appropriate signatures.

This policy is a directive of the Board; Certified School Nurse or other licensed school health staff (RN/LPN)/RN acting pursuant to this policy are acting within the scope of their employment.

**Student Self-Administration Of Emergency Medications**

Any student who wishes to carry an asthma rescue inhaler, epinephrine auto-injector, and/or insulin and is authorized to do so must demonstrate the competency to the Certified School Nurse or other licensed school health staff (RN/LPN) 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 Certified School Nurse or other licensed school health staff (RN/LPN) immediately following each use. Abuse or misuse of these items and/or failure to follow any Board policy related to use of an inhaler, epinephrine auto-injector, insulin, may lead to confiscation, a loss or privilege, and appropriate disciplinary consequences.

In cases where the person in parental relation requests that their child be permitted to carry/self-administer emergency medication as per the order of the licensed prescriber, the medication must be in a properly labeled pharmacy container and the person in parental relation must accept the legal responsibility should the medication be lost, given to or taken by a person other than their child. The person in parental relation 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.

**Administration of Medication During Field Trips**

The "Authorization for School Medication Administration~~During School Hours~~ ~~Form~~" form must be completed by person in parental relation when medication administration is required for a student during a field trip or other school district sponsored activity.

Security procedures shall be established for the handling of medication during field trips.

**Non-aerosol Topical Sunscreen**

Students may, in accordance with Section 1414.10 (2) of the PA School Code, use a non-aerosol topical sunscreen product in school if:

1. The product is approved by the Food and Drug Administration,

PA BD. of  
Nursing  
September 1992

SC 1414.10 (2)

2. The person in parental relation submits a Parent-Guardian Sunscreen Form allowing the student to use the topical sunscreen, and
3. The student submits a Student Sunscreen Form stating that they are aware of the proper use and safety precautions of the product and will handle it appropriately.

The school entity may rescind or restrict the use of the sunscreen in writing if the student does not follow the school rules and/or the student is unwilling or unable to keep the non-aerosol sunscreen product guarded from other students' use.

**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