

Medication at School

The Riverview School District is authorized by state statutes to administer prescribed and over-the-counter medication to students during school hours or while students are in custody of the district. Under normal circumstances, prescribed and over-the-counter medications should be dispensed before and/or after school hours under supervision of the parent or guardian.

The superintendent will establish procedures for:

1. Delegating training and supervision of staff members in the administering of prescribed or over-the-counter medication to students by a physician or registered nurse;
2. Designating staff members who will be authorized to administer prescribed or over-the-counter medications to students after completing proper training;
3. If a student must receive prescribed or over-the-counter oral or topical medication, eye drops, ear drops or nasal spray (“medication”), 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/her prescriptive authority. Oral medications are administered by the mouth either by swallowing or by inhaling, including through a mask that covers the mouth or mouth and nose. If the medication will be administered for more than fifteen (15) consecutive days, the health professional must also provide written, current and unexpired instructions for the administration of the medication; (see Medication Authorization Form)
4. Storing prescribed or non-prescribed medication in a locked or limited access facility;
5. Maintaining records pertaining to the administering of prescribed or non-prescribed medication; and
6. Instructing staff on appropriate procedures for dealing with students who bring prescription and/or over-the-counter medications to school on their person for self-administering.

Nasal inhalers, suppositories and non-emergency injections may not be administered by school staff other than registered nurses and licensed practical nurses. No prescribed medication will be administered by injection except when a student is susceptible to a predetermined, life-endangering situation. 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.

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

If a school nurse is on the premises, he/she may administer a nasal spray containing a prescribed drug or controlled substance to a student. If a school nurse is not on school premises, a nasal spray containing a legend (prescribed) drug or controlled substance may be administered by:

1. A trained school employee, provided that person has received appropriate RN delegation and volunteered for the training pursuant to RCW 28A.210.260; or
2. A parent-designated adult.

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 Notification 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.

Training of Staff

Training of staff members will be done yearly and will be conducted by the coordinator of health services, a Licensed Health Care Provider, or a nurse designee. Training will include instructions for the handling, identification, delivery of proper dosage of medication, and recording administration.

A quarterly check to ascertain procedural implementation will be done by the school nurse.

Designation of staff members who will be authorized to administer prescribed or non-prescribed medication will be the principal's responsibility. Staff to be designated and receive training will include, but not be limited to, building administrator(s), school secretary, and school nurse. The principal may include other appropriate additional staff if needed.

For short-term situations (such as a teacher taking students on a field trip), the staff member, who will be administering medication and may not have received district training, can administer on a limited basis with prior instruction in procedures by the school nurse.

Storing medication and maintaining records:

- A. All medications must be provided in an original, properly labeled prescription bottle. The label will include the student's name, medication name and strength, instructions for dispensing, and name of Licensed Health Care Provider. Medications not so received will not be given at school.
- B. Standardized district medication record forms will be maintained in each school.
- C. Each school will keep Medication Notebook(s) with or near the medication and be available for quarterly review. They will contain the following:
 - 1. District procedures
 - 2. All student medication record forms for the current school year
 - 3. Parent/guardian/licensed health care provider permission forms
 - 4. Sample letters
- D. Upon acceptance of a Parent/Guardian/Medical Provider Request and Medication Authorization Form, the parent/guardian will be informed that the request and instructions will be considered current and unexpired for a maximum period of one (1) school year, but in no event be valid from one school year to the next.
- E. Parents/guardians will be notified immediately by the school in case medication administered by the school is lost, damaged, stolen, broken, or other occurrence has caused the medication unexpectedly to not be available.
- F. If a student brings medication to school without properly completed medication request and authorization forms and asks school staff to administer the medication, the school will inform the parent/guardian of district policy and procedures and the inability to give the medication. The parent/guardian may come to the school and dispense their child's medication.
- G. Medication records will be placed in a file at the end of each school year and stored consistent with district policy.

Students needing medication at school (prescription and over-the-counter):

- A. Elementary Students
Students needing to take prescription and over-the-counter medication at school will be required to have medication kept and administered by school staff. Parent/guardian will have completed the required district Medication Authorization Form and Medical Provider Section. In the exceptional case that a parent/guardian indicates that their child must carry and/or self-administer medication for emergency health reasons; i.e., asthma inhaler, a "Contract for Exception" to school policy will be completed and signed by the parent/guardian, school principal, Licensed Health Care Provider, and school nurse.

B. Middle School Students

Students needing to take prescription medication at school will be required to have medication kept and administered by school staff. Parent/guardian will have completed the required district Medication Authorization Form and Medical Provider Section. In the exceptional case that a parent/guardian indicates that their child must carry and/or self-administer medication for emergency health reasons; i.e., asthma inhaler, a “Contract for Exception” to school policy will be completed and signed by the parent/guardian, school principal, Licensed Health Care Provider, and school nurse.

Students taking over-the-counter medications; e.g., aspirin, mild allergy medications, etc., will be allowed to carry and reasonably and responsibly self-administer such medications. The student will carry only one day’s supply of over-the-counter medication (in the originally labeled container) and must have written permission from the parent/guardian on file in the Health Room. If a student is noted to have questionable behavior or cause staff concerns over the taking of oral medication, parent/guardian will be contacted immediately by school authorities to resolve such concerns.

C. High School Students

Students needing to take prescription or over-the-counter medication at school will be allowed to carry and reasonably and responsibly self-administer such medications. The student will carry only one day's supply of the prescription or over-the-counter medication (in the originally labeled container) and must have written permission from the parent/guardian on file in the Health Room. If a student is noted to have questionable behavior or cause staff concerns over the taking of oral medication parent/guardian will be contacted immediately by school authorities to resolve such concerns.

If parents/guardians request that the district staff administer medication at school to their child, they must supply the medication according to school policy and complete required district Medication Authorization Form. It is strongly recommended that this be done for medications that may need monitoring for side effects or may affect the child’s ability to learn; e.g., medications for hyperactivity, seizure disorders.

Discontinuance of Medication:

- A. The school nurse will advise the school if discontinuance of medication is appropriate and assist in attempts to inform the parents/guardians before mailing a discontinuance letter. Legitimate reasons for discontinuing administration of medication would include but not be limited to:
1. Lack of cooperation with the student, parents/guardians, and/or prescribing Licensed Health Care Provider and the district;

2. An unexpected and/or adverse medical reaction to the medication at school (i.e., mood change, allergic reaction, etc.);
3. Any apparent change in the medications appearance, odor, or other characteristics, such that the district questions the quality of the medication;
4. Medication expiration date has passed.

EpiPen¹ for Allergic Emergencies

- A. The school nurse must be consulted prior to accepting injectable EpiPen. The nurse will contact the prescribing Licensed Health Care Provider to confirm that there is no alternative method of treatment at school.
- B. If necessary for emergency use, the nurse will train three (3) designated school staff members in that building who are willing to learn the procedure in how to give the EpiPen.
- C. Additional Form Emergency Instructions-Injectable Medication, must be completed prior to bringing the injectable medication to school.
- D. In the case that an emergency arises and injectable medication is given, the student's parent/guardian and/or Licensed Health Care Provider will be notified as soon as feasible. A complete account of the incident and action(s) taken will be recorded and provided.

Legal Reference:	RCW 28A.210.260	Public and Private Schools - Administration of Medication --Conditions
	28A.210.270	Public and Private Schools - Administration of Medication --Immunity from Liability

June 26, 2002
Revised: February 12, 2013
Revised: August 20, 2014

¹ Single dose injectable epinephrine