

**PARK COUNTY SCHOOL DISTRICT #6  
BOARD OF EDUCATION POLICY**

**Code: JLCD**

**ADMINISTERING MEDICINE TO STUDENTS**

Except in an emergency situation no medication, internal or external, including vitamins, will be dispensed by the nurse or school personnel unless requested in writing by the child's parents or physician. The following exceptions are permitted: cough drops and topical first aid creams/ointments. The District may, but is not required to, have available EpiPens and inhalers for use in emergency situations. The school nurse shall be responsible for checking medications to rotate them out if expired. In buildings where there may be no nurse present, the nurse should provide training to other staff who may be asked to administer the medication in the event of an emergency. School staff should be informed as to which staff have been trained.

Park County School District No. 6 recognizes that it may be necessary to administer medications to students while they are at school. Medication will be given during school hours only when absolutely necessary for valid health reasons.

High School students may possess over-the-counter medications for their own use. Dispensing these medications to another student is strictly prohibited.

When a child must receive medication provided by the parents to be administered during school hours, the following policy should be followed:

1. Signed, written permission of the parents with written instructions to be on file in the school before any medication is dispensed. Signed, written instructions from either a physician or pharmacist must also be provided if the medication is a prescription medication. The instructions should include the name of the child, the quantity, frequency and duration of medication.
2. If the drug is left in charge of the nurse or school personnel at the physician's request, the medication should be labeled with the child's name, name of medication, time of day medication is to be given, duration it is to be given, and the physician's name.
3. All medications, which are to be left in charge of the nurse or school official, must be kept in a safe place, out of the reach of children.
4. For K-8 school-sponsored trips, the following procedure will prevail:
  - a. It is the responsibility of the parent/guardian to complete a form indicating student's need for medication (name of medication, dosage, and condition requiring the medication).
  - b. Information form must be returned to sponsor/coach prior to trip.
  - c. All medications must be in appropriately labeled containers.

Pursuant to W.S. §21-4-310, a student may possess and self-administer medication required for potentially life threatening conditions within a school of the District if a written statement is submitted to the District containing:

- a. parental verification that the student is responsible for and capable of self-administering of medication required for a potentially life threatening condition;
- b. health care provider identification of the prescribed or authorized medication required for the potentially life threatening condition and verification of the appropriateness of the student's possession and self-administration of the medication;

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- c. the written verification required by this policy shall be provided on the forms provided by the State Department of Education and shall require the signatures of the parent or guardian of the student and the student's physician or physician's representative.

Adoption Date: 11/18/13

Revised: 2/18/14