

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

CODE: JLCD-R

MEDICATION ADMINISTRATION GUIDELINES

If at all possible, it is best when medications can be given to students at home. When a student must receive medication during school hours, or during school-sponsored activities, the following procedures must be followed. **PCSD #6 assumes no responsibility or liability for the administration of medication if a student should carry or self medicate at school or school activities.**

1. High School students may possess over the counter medications for their own use. Dispensing these medications to another student is strictly prohibited.
2. Parent/guardian of K-8 grade students must complete and sign the approved Medication Authorization Form for over the counter medications. Forms are available from the school nurse, the school office, or on the district website.
3. For prescription medications, the prescribing licensed health care provider must sign the Medication Authorization Form, and include the following information: Student name, diagnosis, medication name, dose, route, frequency, duration, possible side effects, and student drug allergies.
4. The school nurse or designated staff may administer medications only after they have received the completed and signed Medication Authorization Forms.
5. Special accommodations for medication administration may be made by the school nurse for field trips. If it is necessary for a supervising teacher to administer medication they will be given instruction from the school nurse.
6. If the need to take a medication occurs during a time when the school nurse is not available, such as a Saturday, the parent will provide the medication to the teacher, coach, or sponsor along with the required information in #2 and #3 above.
7. All medication authorization forms will automatically expire at the end of the school year.
8. Medications that are not regulated by the FDA will not be administered (ex: herbals).
9. School nurses and trained staff will NOT split pills in half. If a student's prescription is one that requires the splitting of pills, the parent/guardian must split pills themselves and bring those into the school in the original container.
10. It is the responsibility of the parent/guardian to deliver and maintain an adequate supply of medication at school. A student may NOT deliver the medication to school.
11. All medications must be in the original container. Prescription medications must be in a pharmacy labeled container. Over the counter medications must be in the original container and labeled with the student's name. *Medications in baggies, sealed envelopes, etc. will not be accepted.*
12. Any change to the student's medication must be communicated to the school nurse by the parent/guardian and a new medication form must be completed detailing the changes.
13. All medications left in charge of the school nurse/school personnel will be stored in a locked cabinet in the school office area or in a secured refrigerator, if medication needs to be refrigerated. Only designated school personnel will have access to the school's medication cabinet.
14. Expired medications will not be accepted.
15. Parents/guardians are responsible for picking up unused medication at the end of the school year. Any medication not picked up by the parent/guardian will be destroyed. Destruction of controlled substances will be witnessed by a second staff member and recorded on Med Form 4.
16. School personnel have the right to refuse to administer any medication.

EMERGENCY RESPONSE TO LIFE THREATENING ASTHMA OR SYSTEM ALLERGIC REACTION (ANAPHYLAXIS)

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1. 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 school nurse or school administration containing:
 - a. parental verification that the student is responsible for and capable of self-administering 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
2. The following procedure will be followed for students/or staff in an emergency (i.e. severe asthmatic or anaphylaxis).

Emergency Protocol (All Staff):

1. Call 911.
2. Summon school nurse or designated trained non-medical staff.
3. Contact parent/guardian immediately.

Designated Trained Staff:

1. For signs/symptoms of an anaphylactic allergic reaction: administer student's EpiPen in accordance with physician order.
2. For known asthmatic student with difficulty breathing, administer the student's asthma inhaler in accordance with physician order.
3. Administer CPR if indicated until EMS arrives.

Any individual treated with Epinephrine at school will be transferred to a medical facility by ambulance.

EMERGENCY RESPONSE TO SEVERE HYPOGLYCEMIA

In the event that a known diabetic student or staff member is unconscious or having a seizure, glucagon will be administered only by a school nurse or trained school personnel. A physician's order to administer glucagon, a current 504 plan, and the glucagon, must be provided to a school nurse before any glucagon can be given.

Glucagon Emergency Protocol:

1. Call 911.
2. Contact school nurse or trained non-medical staff to give glucagon injection.
3. After glucagon is administered, turn patient on their side, and do not leave them unattended, as vomiting is likely to occur.
4. Call the contact person for the patient, school nurse (if not present), and administration to notify them of the incident.

Any individual treated with Glucagon at school will be transported to a medical facility by ambulance.

MEDICATION ERRORS

1. In the event a medication error occurs, the person who administered the medication shall immediately contact the school nurse.
2. The school nurse will assess the student involved to determine if any further medical action needs to be taken. The student's physician will be notified if necessary. The school nurse will notify a parent/guardian and building administrator.
3. The person who administered the medication shall complete Med Form 4, the Medication Error Report. This form must be signed by the school nurse and the building principal.
4. A copy of this report will be kept in the student's confidential medical file.

STAFF TRAINING

1. Each school year, building principals will designate staff to administer medication. School nurses will provide training for Medication Administration annually and as needed. Training shall include:

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- a) Staff role in administration of medication.
 - b) How to properly read a medication label and administer different types of medication.
 - c) General signs and symptoms of adverse reactions, omission, overdose, and Emergency Procedures.
 - d) Proper handling and storage of medication.
 - e) Correct documentation.
2. The school nurses will coordinate glucagon administration training annually, with training done by a Physician or a Certified Diabetes Educator.

Adopted: 5/20/03

Revised: 8/18/09

Revised: 8/19/14