

Policy 5630

Administering Medication to Students

Any medication that is ordered by the health care provider to be administered at school may be given using the following procedures:

1. A parent/guardian must bring the medication to the school along with a signed Medication Authorization Form. If it is a prescription medication, a health care provider's signature is required.
2. The following information must be included in the health care provider's written order and on the label of the prescription container:
 - A. The student's name
 - B. Amount of dosage
 - C. Time of administration
 - D. Name and strength of medication
 - E. Amount of medication in prescription
 - F. Instructions for administration
 - G. Length of time student will be on medication, if applicable
 - H. Special care such as refrigeration
3. A signed Medication Authorization Form states in the absence of trained medical personnel, the parent/guardian authorizes any unlicensed person who has successfully completed medication training with certification, to administer medication in the school setting.
4. The following guidelines will be followed for asthma and anaphylaxis:
 - A. A student who has been diagnosed with asthma or anaphylaxis may possess and self-administer emergency medication for the treatment of such conditions provided the student's parent/guardian files with the school a document that is signed by the student's health care provider and which:
 1. indicates that the student has been instructed in the self-administration of emergency medication for the treatment of asthma or anaphylaxis;
 2. lists the name, dosage, and frequency of all medication prescribed to the student for use in the treatment of the student's asthma or anaphylaxis;
 3. includes guidelines for the treatment of the student in the case of an asthmatic episode or anaphylaxis;
 4. requires a Food Allergy & Anaphylaxis Emergency Care Plan and/or Asthma Emergency Care Plan completed by the health care provider must be submitted to the school before the student attends each year.
 - B. Neither a school district nor any employee of the school district is liable for civil damages incurred by:
 1. A student who administers emergency medication to himself or herself in accordance with Subsection A.
 2. An individual because a student was permitted to possess emergency medication in accordance with Subsection A.
 - C. For purposes of this section, "emergency medication" includes a prescription drug delivered by inhalation to alleviate asthmatic systems and an epinephrine autoinjectable device. In emergency cases, school personnel shall promptly notify emergency medical personnel and the parent(s)/guardian(s).
5. A parent/guardian must pick up all medications at the end of the school year, or if the medication is discontinued, or when a student withdraws from school. No medication will be sent home with a student. Medication that is not picked up by the end of the school year will be discarded.
6. Students with diabetes must have an annual Diabetes Health Care Plan completed by the health care provider prior to starting school. Students with diabetes are allowed to carry their insulin and diabetes supplies with them.
7. Students with seizures must have an annual Seizure Action Plan completed by a health care provider prior to starting school each year.

Procedures for Administering Medication in the School

Location and Storage of Medication

1. The administrator of each school building shall designate a secure storage area for all medication which is to be kept in the school. The administrator will designate a person who has successfully completed medication training with certification to be given the responsibility to check in the medication and to administer the medication. All medications kept in the school for administration to students will be kept in a manner to protect the safety of both the student receiving medication and other students.
2. Medication will be stored in the following manner:
 - A. Inaccessible to students
 - B. Separate from staff medication
 - C. Protected from sources of contamination
 - D. Away from heat, light, and sources of moisture (e.g. not in the kitchen or bathroom)
 - E. At temperature specified on the label if refrigeration is required
 - F. In a sanitary and orderly manner
 - G. Medications must be kept in a locked area
3. Check-in Procedure includes the following:
 - A. A designated person who has successfully completed medication training with certificate may accept medication from a parent or guardian.
 - B. This person will ensure that the Medication Authorization Form is complete and the medication label matches what is on the form.
 - C. The medication has not expired & the date it was brought to the school.
 - D. Medication must be counted and documented when it is brought in.
4. Medication is to be kept in the original container properly labeled with the student's name, specific time to be administered, amount of dosage, and health care provider's name. No more than a one month's supply of any medication should be brought to school at one time. Parent(s)/guardian(s) will be responsible for replenishing the supply as needed.

Personnel Responsible for Administering the Medication

1. All personnel should be familiar with the policy and procedures for administering medication in the school.
2. A list of designated personnel within the school building who are responsible for administering the medication should be kept on file with the principal and shared with the school nurse. Personnel on the list must have received a certificate after completing medication training.
3. When students require extensive medical and health-related observations while in school or if medical and health-related equipment or appliances must be monitored while the student is in school, additional procedures will need to be established. The Department of Public Instruction should be consulted for recommended guidelines in the education of students with serious and chronic medical problems.

Records Management

1. The person with a certificate for medication administration will use the Medication Administration Record (MAR) to document all medications that are given. This includes prescription and over the counter medications.
2. At the end of the school year or if a medication is discontinued, the MAR is placed in the cum file.
3. The Medical Authorization Record (MAR) shall include a place for other information to be recorded such as any observed reaction to the medication or possible adverse side effects. Documentation can be made on the back of the MAR. Any communication with a parent/guardian should be documented. All such records shall be deemed a part of the student's education records and shall be confidential.

Other Safeguards or Circumstances

1. In some cases, where students may be capable of independently administering their own medication, the administration shall require the student to deposit the medication in the designated office area. The student's age and readiness to assume responsibility will determine such details in each student's situation.
2. ALL PERSONNEL must be informed of proper procedures in emergencies and of circumstances in which they are expected to call the emergency medical assistance number directly.

3. Over the counter medications can be given with the consent of a parent/guardian. The pupil's name and directions should be clearly marked on the bottle. A Medication Administration Record (MAR) should be used with all over the counter medications. The label directions cannot be exceeded by the parent's/guardian's directions. If a parent/guardian wants more than what is listed on the bottle to be given, then a health care provider's order will also be needed. A Medication Authorization Form is also required for over the counter medications.
4. Some medical conditions require a health care plan. A student with a medical condition such as diabetes, seizure disorder, allergy requiring Epinephrine, heart conditions, or requiring a medical procedure such as catheterizing, tube feeding, or suctioning, etc. must have a health care plan in place and signed by the health care provider before attending school. Unlicensed Assistive Personnel (UAP) will need to be trained. A meeting with parents/guardians, school administrator or his/her designee, and the school nurse will need to take place.

Adopted 6-13-72

Amended 8-22-95, 1-12-04, 9-26-05, 3-11-09, 10-13-14

Legal Reference: NDCC 15.1-19-16; NDCC 15.1-19-23; NDCC 23-01-05.2; NDCC 23-43-03; NDCC 43-12.1-04; N.D.

Adm.C. Chapter 33-37-01

(The Medication Authorization Form is found on the next page)

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5-21-14

GRAND FORKS PUBLIC SCHOOLS
Medication Authorization Form (Policy [5630](#))

Student's Name:	Grade:
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Instructions provided by your health care provider are required in order for your child to take medication at school. Please ask your health care provider to complete and sign the section below.

To be completed by a health care provider:

Any known allergies:

In the absence of trained medical personnel, I hereby authorize any unlicensed person who has successfully completed medication training with certification, to administer the following medication in the school setting:

Medication	Dose	Time	Directions

Health care provider signature:	Parent/Guardian signature:
Date:	Date:

Emergency Medication Possession and Self-Administration Approval:

Student may carry and has received instruction in self-administration and proper handling of emergency medication. Please indicate the approved medication: Inhaler Epinephrine Other _____

Health care provider signature:	Parent/Guardian signature:
Date:	Date:

KEEP THIS FORM WITH THE MEDICATION

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