

# AVON GROVE SCHOOL DISTRICT

SECTION: PUPILS

TITLE: MEDICATION  
ADMINISTRATION

ADOPTED: APRIL 24, 2000

REVISED: MARCH 22, 2007  
AUGUST 26, 2010

<p>1. Purpose SC 510</p> <p>2. Limitation</p> <p>3. Definitions SC 1401</p>	<p style="text-align: center;">210. MEDICATION ADMINISTRATION</p> <p>This policy shall govern the use of medication by students of school age while on school premises or during a school-related activity.</p> <p>The Board shall not be responsible for the diagnosis and treatment of student illness. The administration of medication in accordance with the direction of a parent and health care provider to a student during school hours or during a school-related activity will be permitted only when failure to take such medication would jeopardize the health of the student or the student would not be able to attend school or participate in the activity if the medication were not made available.</p> <p>Asthma Inhaler: A prescribed device used for self-administration of short-acting, metered doses of prescribed medication to treat an acute asthma attack.</p> <p>Epi-Pen: A prescribed epinephrine auto-injector for allergic emergencies/reactions.</p> <p>Family physician: Either a doctor of medicine legally qualified to practice medicine and surgery in the Commonwealth, or an osteopath or osteopathic surgeon legally qualified to practice osteopathy or osteopathic surgery in the Commonwealth, who has been designated by the parent as the personal physician of the child.</p> <p>Glucagon: A prescribed medication that is injected for use as an emergency treatment for low blood sugar.</p> <p>Health Care Provider: A family physician, certified registered nurse practitioner, or physician's assistant.</p> <p>Insulin: A prescribed medication for a diabetic that is injected either by method of syringe, auto injection pen, or insulin pump.</p> <p>Medication: Prescription and over-the-counter medication approved by a parent and prescribed for the student by a health care provider.</p> <p>Parent: A parent, guardian or legal custodian of a student or person of school age.</p>
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## 210. MEDICATION ADMINISTRATION

<p>4. Authority SC 510</p>	<p>Student: A child of school age, as defined by Section 1401 of the Public School Code of 1949, who is on school premises or present during a school related activity.</p> <p>Before any medication may be administered to any student by district personnel or self-administered by a student during school hours or a school-related activities, the Avon Grove School District requires that:</p> <ol style="list-style-type: none"><li>1. Parents shall make every effort to give all doses of medication at home.</li><li>2. Only medications prescribed by a health care provider and accompanied by written medication order from that provider will be given during school hours. The written order shall include: (1) the student's name; (2) the name of the medication; (3) the schedule of administration times (for home and school, including schedules for medication administration on altered/shorten school days and field trips; (4) dosages; (5) the method of administration for all doses to be given; (6) any potential side effects for that medication; (7) date of order and discontinuation date; and (8) a signature of the health care provider and his/her telephone number. In the case of medication with flexible dosing or scheduling (i.e. insulin), the health care provider shall provide specific written parameters within which the school nurse can medicate the student. A written consent letter from the parent is also required.</li><li>3. Medication orders are valid until the end of each school year and can, upon written request, be extended to include summer programs.</li><li>4. A written order from both the health care provider and parent shall accompany any changes to the medication order during the school year.</li><li>5. Within the parameters set by HIPAA and FERPA, medication orders may be transmitted by fax to the attention of the school nurse. All faxes shall be sent to the school nurse's office fax machine to ensure confidentiality. Reasonable and appropriate safeguards shall be taken to ensure confidentiality.</li><li>6. Parents shall carry medication to school. Parents must bring the medication immediately to the school nurse upon arrival, if the medication is to be administered during school hours.</li><li>7. All medication shall be clearly marked with a label bearing the student's name, the name of the medication, dosage, schedule of administration times, method of administration, potential side effects and any special instructions (i.e. refrigeration); name, address, telephone and federal Drug Enforcement Administration number of the pharmacy; name and registration number of the prescribing health care provider; prescription serial number; date</li></ol>
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SC 1414.1	<p>originally filled; and the controlled substance statement, if applicable. All medications shall be provided in an original container.</p> <ol style="list-style-type: none"><li>8. All medications shall be stored in the original container in a locked cabinet in the school nurse's office or in the refrigerator in the school nurse's office, when refrigeration is indicated on the label. Only a thirty (30) day supply of medication shall be stored at the school.</li><li>9. Any parent who wishes to come to school and administer/dispense medication may do so in the school nurse's office. The parent must comply with School Visitor Policy 907 upon entry onto the school grounds. The parent must bring in the medication bottle since the medication must be properly documented in the student's health care record and medication form.</li><li>10. It shall be deemed that whenever a district employee dispenses or administers medication to the student in accordance with the approved medication policy he/she shall be acting within the scope of the policy.</li><li>11. Students will not be permitted to carry or take medication on their own during school hours or during school related activities, unless the need is documented by a health care provider. Emergency medication, such as Epi-Pens, asthma inhalers, or insulin, will be permitted to be self-administered by the student if the following procedure has occurred:<ol style="list-style-type: none"><li>(a) The medication is properly labeled in accordance with the above guidelines;</li><li>(b) The health care provider has provided a written statement that provides: (1) the name of the medication; (2) the dose; (3) the times when the medication is to be taken; (4) the diagnosis or reason the medication is needed unless the reasons should remain confidential; (5) the potential of any serious reaction that may occur to the medication, as well as, any necessary emergency response; and (6) a statement that the student is qualified and able to self administer the medication;</li><li>(c) The parent has provided a written statement that (1) requests the school comply with the order of the health care provider and (2) a statement relieving the school or any school employee of any responsibility for the benefits or consequences of the prescribed medication when it is parent-authorized and acknowledging that the school bears no responsibility for ensuring the medication is taken.</li></ol></li></ol>
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(d) The student shall (1) provide a competent demonstration to the school nurse on the proper use of medication; and (2) demonstrate that he/she is able to respond to and visually recognize his or her name, identify his or her medication, measure, pour and administer the proper dosage, and be able to demonstrate knowledge of when the school nurse or emergency personnel are to be notified if the medication does not provide relief of the student's symptoms during a time of emergency usage. The school nurse shall periodically reevaluate the student's self-administration abilities.

(e) Students and parents shall be advised that the medication shall be immediately confiscated and the student shall lose self-administration privileges if the District's policies regarding medication are abused or ignored.

12. No student shall carry another student's medication or administer medication to another student.

13. Only emergency medications will be permitted to be taken on class trips unless otherwise ordered by a health care provider. Students must be able to self-administer medication in accordance with the above self-administration guidelines.

14. It is the responsibility of the parent to notify the school immediately, in writing of any changes in the student's health status, or if there is a change or cancellation of medications.

15. Parents shall immediately retrieve all discontinued or outdated medications. At the end of each school year, all unused medications shall be immediately retrieved by the parents. If the parent fails to retrieve the medication within two (2) weeks of the end of the school year, the medication shall be disposed of under the supervision of the school nurse and one witness. All medication retrieval and disposal shall be documented. The District shall not be liable, financially or otherwise, for the disposal of any medication in accordance with this policy.