

SECTION: PUPILS

TITLE: USE OF MEDICATIONS

ADOPTED: SEPTEMBER 25, 2008

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BETHEL PARK SCHOOL DISTRICT

210. USE OF MEDICATIONS	
1. Purpose	<p>The School District shall not be responsible for the diagnosis and treatment of student illness.</p> <p>The administration of prescribed medication to a student during school hours in accordance with the written direction of the student’s licensed medical healthcare provider and the written request of the parent/guardian will be permitted only when failure to take such medicine would jeopardize the health of the student, and the student would not be able to attend school if the medicine were not available during school hours.</p> <p>The administration of over-the-counter medication will also be permitted with either a standing order from the District’s physician or written order from the student’s licensed medical healthcare provider as set forth below; and in all cases with the written consent of the parent/guardian.</p>
2. Definition	<p>“Licensed medical healthcare provider” is defined as a Medical Doctor (MD), Osteopathic Physician (DO), Dentist, Physician Assistant, and Certified Nurse Practitioner, who can legally prescribe medications in the Commonwealth of Pennsylvania.</p> <p>“Prescribed medication” is medication which can only be purchased or obtained with a licensed medical healthcare provider’s written prescription. As set forth below, the use of prescription medications in the District will require a written order from the student’s licensed medical health care provider and with the written consent of the parent/guardian.</p> <p>“Over-the-counter (“OTC”) medication” is medication which can be purchased or obtained without a licensed medical healthcare provider’s written prescription. As set forth below, the use of OTC medications in the District will require either standing orders from the school physician or a written order from the student’s licensed medical health care provider, and always with the written consent of the parent/guardian.</p> <p>“First Aid medication” is medication which can be purchased without a prescription. The approved list of First Aid medications used in the District will be determined by the standing orders of the District physician.</p>

<p>3. Authority SC 510 Title 22 Sec. 7.13</p>	<p>Before any medication, whether prescribed or OTC may be administered to, or self-administered by, any student during school hours, the Board shall require the written request of the parent/guardian, giving permission for such administration and relieving the Board and its employees of liability and responsibility for administration of any or all medications.</p> <p>Before any prescribed medication may be administered, the Board shall also require the written order of the prescribing licensed medical healthcare provider, which shall include name of the student, name and telephone number of the prescribing licensed medical healthcare provider, the pharmacy that dispensed the medication, the purpose of the medication, the strength of the medication and amount to be given, the route of administration, when the medication shall be administered, length of period for which medication is prescribed, and possible side effects of medication, all of which is consistent with the guidelines contained in this Policy.</p> <p>Before any OTC medication may be administered, the Board shall require written parent/guardian consent and a standing order of the District physician for a maximum of first three doses. Thereafter, the Board shall require a written order from the student's licensed medical healthcare provider along with the parent/guardian's written consent.</p>
<p>4. Delegation of Responsibility</p>	<p>The Superintendent or designee, in conjunction with the nurses' department facilitator or assigned School District nurse, shall develop procedures for the administration and self-administration of students' medications that shall be consistent with guidelines contained in this Policy.</p> <p>All prescribed and OTC medications shall be administered (or supervised in the event of the student's self-administration) by the School District nurse, or other appropriately trained and designated district staff.</p> <p>All District employees involved in the administration or supervision of self-administration of medication shall receive documented and appropriate training provided by the School District before performing this responsibility.</p> <p>Building administrators and the nurses' department facilitator or assigned School District nurse shall regularly review the procedures for administration and self-administration of medications and shall evaluate record keeping, safety practices, and effectiveness of this policy.</p>
<p>5. Guidelines</p>	<p>The District shall inform all parents/guardians, students and staff about the policy and procedures governing the administration of prescription medications and OTC medications, and determine whether the District will require that the parent or adult designee hand deliver the medication to the</p>

	<p>Health Office.</p> <p><u>Medication Registration</u></p> <ol style="list-style-type: none">1. When prescription or OTC medication is initially brought to school for a student, it must be immediately registered in the school's health office.2. Health Office Staff will ensure there is written permission from the student's licensed medical healthcare provider and parent/guardian for administration or self-administration of either prescription or OTC medication, which shall be kept confidential and on file in the office of the school nurse.3. The nurse will review pertinent information with the student and/or parent/guardian, specifically:<ol style="list-style-type: none">a. Reason for taking this medicationb. Frequency of dosing, including strength of the medication, the amount to be given and length of treatment periodc. What would happen if medication is not taken or is not taken correctly?d. Physician comments about the medication and possible side-effects4. Health Office personnel will maintain an individual medication log for all students taking medication during school hours. The log shall be kept in a central place and shall include:<ol style="list-style-type: none">a. Name of studentb. Name of medicationc. Medication strength and amount to be givend. Time of administratione. Route of administrationf. Signature of the person administering or monitoring the self-administration of medication5. Secure and maintain all medications, prescriptions and OTC, in a locked cabinet or other secured location.
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Student Self-Administration

The nurse will:

1. Determine the student's ability to self-administer medication and the need for care and supervision.
2. Observe and evaluate the student's ability to self-administer during the initial administration.
3. The nurse will ensure that there is a written statement from the student's licensed medical health care provider indicating that the student is qualified and able to self administer.

To self-administer either prescription or OTC medication, the student must be able to :

1. Respond to and visually recognize his/her name.
2. Identify his/her medication.
3. Measure, pour and administer the prescribed dosage.
4. Sign his/her medication sheet or log to acknowledge having taken the medication.
5. Demonstrate a cooperative attitude in all aspects of self-administration.

Emergency Medications

Under certain emergency medical situations, such as anaphylactic shock, the District physician will order certain medications, such as epinephrine (adrenalin) to be administered. These medications will be stored in a location that is secure and readily accessible to qualified staff for emergencies.

District Provided OTC Medication

The District will provide OTC medication on a limited basis to facilitate the student's continued education in the school setting.

1. At the beginning of the school year, the student's parent/guardian will be notified via the Emergency Card of the OTC medications that are available in the schools' health offices.

2. The parent/guardian shall be given the option on the Emergency Card to indicate which, if any, OTC medication they permit the District to administer.
3. Before any OTC or prescribed medications are administered, the parent/guardian must sign a statement relieving the District of any and all responsibility or liabilities for the benefits or consequences of the OTC medication and acknowledging that the school bears no responsibility for ensuring that the medication is taken.
4. Before administering the OTC medication, the School District nurse or District designee shall make a reasonable effort to contact the parent to obtain verbal authorization before providing the OTC medication. This verbal authorization (or the attempts to attain it) shall be noted in the student's health record.
5. After a student has reached the allotted three (3) doses of an OTC medication permitted by this policy, the student's licensed medical provider must issue an order for the continued administration of the medication; written consent of the parent/guardian must be submitted; and parent/guardian must provide the OTC medication as indicated below.

Parent Provided OTC Medication

The District recognizes at times that the administration of OTC medication may facilitate a student's continued participation in the educational setting, and therefore, may administer parent/guardian provided OTC medications that are not available in the health offices, according to the following procedure:

1. The OTC medication must be provided by the parent/guardian in its original container.
2. A written order must be submitted by the student's licensed medical healthcare provider which includes the following: student's name, name of medication, dosage, frequency, duration, route of administration, and the prescribing physician's contact information.
3. The parent/guardian must provide written consent for the medication to be administered at school which includes a statement relieving the District of any responsibility or liability for the benefits or consequences of the OTC medication and acknowledging that the District bears no responsibility.
4. The District shall retain the licensed medical healthcare provider's order and the parent/guardian written consent for medication administration. This documentation shall remain a permanent part of the student's school health

<p>School Code 510, 1402</p>	<p>record.</p> <p><u>Prescription Medication</u></p> <p>Prescription Medication shall be administered according to the following guidelines:</p> <ol style="list-style-type: none">1. A written order must be submitted by the student's licensed medical healthcare provider which includes the following: student's name, name of medication, dosage frequency, duration, route of administration, possible side effects, diagnosis or symptom for which the medication is prescribed, and the prescribing physician's contact information.2. The student's licensed medical healthcare provider shall state whether the child is qualified and able to self-administer the prescribed medication.3. The parent or guardian shall provide written consent that the School District complies with the physician's order. The parent's/guardian's written request shall include a statement relieving the District or any District employee of any responsibility or liability for the benefits or consequences of the prescribed medication and acknowledging that the District bears no responsibility.4. If the prescribed medication is only for a short term (10 school days or less), with the written consent of a parent/guardian and upon receiving the properly labeled pharmacy container of prescribed medication, such prescribed medication may be administered without a written order from a physician.5. When any medication is no longer needed, the unused medication must be picked up by the parent or guardian within one day of the end of the school year or they will be disposed of properly.6. The School District will have written practices and procedures that ensure safe medication administration.
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