

Board File: JLCD

ADMINISTERING MEDICINES TO STUDENTS

In general, school personnel should not administer medication to students at school unless clearly necessary and where appropriate administration cannot reasonably be accomplished outside of school hours. The parent or guardian shall be responsible for providing all medication to be administered to a student, except acetaminophen (Tylenol or other brand name of acetaminophen), which will be provided in the elementary schools.

Prescription medication will be administered to students at school only on the specific written request of the student's parent or guardian and with the written authorization of the student's physician. The parent or guardian must execute a full release of the District and its personnel from claims arising out of the administration of the medication. The required authorization and release is encompassed in the Student Medication Request and Release Agreement and Physician's Signed Order (File: JLCD-E-1), which must be completed by the parent or guardian, for each medication or change of medication the parent wishes to have administered to the student.

If a student must receive prescription medication during school hours, the parent or guardian shall furnish the medication in the original pharmacy labeled container. The label shall state the student's name, medication, dosage, number and/or time(s) of dosages per day and name of the prescribing physician. Medication shall be administered at each school only by a school nurse, or by his or her designee. Such designee shall be approved by the principal. Medication will be administered by school personnel, only in accordance with the instructions on the prescription label. A parent or guardian may deliver medication to the school during school hours. Medications that are brought by the student must be in the original pharmacy (or pharmaceutical) bottle and sealed in an envelope. If the medication is not in a sealed envelope, the parent or guardian will be contacted.

Acetaminophen will be available in the health room at each elementary school. Designated school personnel may give acetaminophen to students with the following symptoms, provided that prior written parental permission has been given: headache, toothache, dysmenorrhea (menstrual cramps), musculoskeletal pain, and fever over 100° F after the parent has been notified. Acetaminophen shall be administered only in accordance with the acetaminophen protocol.

Verbal request or permission to administer medication may be accepted only when made by the parent or guardian to the school nurse or administrator and only when prior delivery of the required forms is not reasonably possible under the circumstances. Written parental permission and authorization by the prescribing physician must be submitted by the parent before medication will be administered a second day.

Medication may not be carried during the school day by elementary school students unless there is a need that is documented by the student's physician.

Middle school students may assume responsibility for bringing to school and administering their own medication providing they carry only enough for one day and have the self administration "permission to carry medication" form on file in the school office. Students using poor judgment in carrying and taking their own medication will have such medication confiscated by school personnel, parents or guardian will be notified, and the student may face disciplinary action. A structured plan will then be developed for the administration of the medication. Any parent or guardian who chooses not to sign the permission to carry medication form may request that a structured plan be devised for his or her student.

High school students may assume the responsibility of bringing to school and administering their own medication, providing they carry only enough for one day. Students who appear to be using poor judgment in carrying and taking their own medication will have such medication confiscated by school personnel, and parents or guardian will be notified. A structured plan will then be developed for the administration of medication. Any parent may also request that a structured plan be devised for their student.

Medications will be given only by District employees to whom such responsibility has been delegated by the school nurse at each building. School personnel will maintain a written record of all medications administered to students, using the appropriate District form. The record will include the student's name, medication, dosage, date and time given and the signature of the school personnel administering the medication.

All medications to be administered by school personnel shall be kept in a secure, locked, clean cabinet or drawer.

Special Considerations for Asthma and Anaphylaxis

Notwithstanding the above, a student with asthma, severe allergies, or another related, life-threatening condition may possess and self-administer medication as provided in an approved treatment plan developed in accordance with the Colorado Schoolchildren's Asthma and Anaphylaxis Health Management Act.

Adopted: October 1, 1991

Revised: April 7, 1998, to conform with current law

Revised: July 20, 1999

Revised: June 21, 2005, to conform with current law

Revised: May 16, 2006

CROSS REFS.:

Jl/JIA, Student Rights and Responsibilities/Due Process Rights
JIC/JICDA, Student Conduct
JICH, Student Involvement Regarding Drugs and Alcohol
JK, Student Discipline and subcodes
JLCD-E-1, Student Medication Request and Release Agreement
JLCD-E-2, Record of Medication Released at School
JLCD-E-3, Permission to Carry/Self-Administer Medication
JLCD-E-4, Contract to Carry/Self-Administer Medication

LEGAL REFS.:

C.R.S. 22-1-119
C.R.S. 22-1-119.5

Douglas County School District Re. 1, Castle Rock, Colorado