

School Administrative District #51
Cumberland/ No. Yarmouth

Medication Administration Procedure

It is the general policy of SAD#51 to discourage the dispensing of medications on school premises. Whenever possible the schedule of drug administration should be altered to allow a student to receive all prescribed doses at home. As there is not a school nurse in each building every day, non-medical school personnel dispense the medication when the school nurse is unavailable. Under exceptional circumstances, the administration of medication will be conditionally permitted when absolutely required for a student's health and attendance in school. It must be understood that Maine law permits administration of medicines in public schools by licensed personnel (school nurse) and by unlicensed personnel (principal/designee) with written prescription of a physician/dentist or written permission of the parent/guardian--Title 20-A MRSA,254(5). (This policy also applies to all over-the-counter medications including acetaminophen(Tylenol), ibuprofen(Motrin,Advil), cough and cold remedies, ointments and inhalers).

Requirements for Medication Administration:

Any time a medication is to be taken or administered at school the following conditions must be met:

A. Medication will be brought to school in a clearly labeled container. All prescription medication shall be in the original container received from the pharmacist and appropriately labeled.

B. Written instructions signed by the parent and prescribing physician will be required for all prescription drugs and will include the following information:

- Student's name
- Name of medication
- Purpose of medication (optional)
- Time to be administered
- Specific area of application if medication is of a topical nature
- Dosage
- Possible side effects
- Termination date for administering the medication (not to exceed the school year)
- Emergency telephone numbers
- Parent's signature
- Physician's signature

C. Parent/Guardian **and/or** prescribing physician (as indicated) must sign the informed consent form for medication to be dispensed and/or administered by non-medical personnel.

D. All medication administration requests expire at the end of the school year, unless terminated earlier by either the family physician or the parents. Requests must be renewed annually.

E. The parent will assume responsibility for informing the school nurse in writing of any change in the child's health or change in medication.

F.. The responsibility for seeing a physician on a regular basis and following the physician's instructions rests with the student/parent. Failure to comply with the recommended protocol will be grounds for the school to discontinue the administration of the medication in question.

G. For student safety all medications shall be delivered to the school by a parent/guardian and picked up at the end of the school year (or at the time of discontinuance) by a parent/guardian. In the event that this is not practical, the parent/legal guardian will call the school in order to make alternate arrangements. All

medications will be destroyed if left over the summer.

H. In very exceptional cases, when a student is considered by the parent, physician, principal and school nurse to be responsible, he/she may be given special permission to carry one dose of medication, except for inhalers, on his/her person and self-administer the medication. An informed consent form must be on file with the school nurse prior to initiation of self-medication of medication. A physician's/dentist's note regarding self administration is required.

I. The SAD#51 School Department retains the discretion to reject any or all requests for the administration of medication.

J. A copy of the medication procedure and any required forms will be provided to parents upon request.

K. The school nurse or principal's designee shall:

- Inform, to the extent legally permissible, appropriate school personnel of the medication.
- Keep a record of medication administered by school personnel.
- Keep medication in a locked cabinet or other safe place.

L. All medication procedures are in compliance with the SAD#51 Policy Manual, Code J - Students (Code: JLCD, JLCD-AR). Please refer to school policy manual at <http://www.msad51.org/policymanual>.

Medication in Emergencies:

For students who have an acute and/or life threatening allergic reaction from insect stings and/or food products:

1. The parent/guardian will provide emergency medications and precise instructions on how and when to administer per recommendations of treating physician
2. All requirements of the medication procedure will be implemented.

Self-Administered Medication (Junior and Senior High School):

In exceptional cases, students who have a diagnosed medical need for medication at school will be allowed to dispense and self-administer medication under the supervision of school personnel or carry on his/her person an amount of medication not to exceed one day's dosage (except for inhalers) if the following conditions are met:

1. The child is, in the parent, school nurse, principal and physicians' opinions, physically and mentally capable of assuming that responsibility and has been adequately instructed at home.
2. Parent/Guardian must sign a consent form for a child to carry and self-administer medication at school.
3. A physician's/dentist's note requesting and describing his/her permission for self administration is required.
4. All requirements of the medication procedure will be implemented.