

# MINNETONKA SCHOOL DISTRICT

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## Policy #516: Student Medication

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### I. PURPOSE

The purpose of this policy is to set forth the provisions that must be followed when administering both prescription and nonprescription drugs and medication during the school day.

### II. GENERAL STATEMENT OF POLICY

The District recognizes that some students may require prescription or nonprescription medication during the school day. In such cases, medication may be administered by the licensed school nurse, or health services personnel, or other personnel to whom the licensed school nurse designates this responsibility, in accordance with law and District procedures. While the District has a medication policy that provides for medication administration during the school day, under normal circumstances prescribed medication and non-prescribed medication should be dispensed before or after school under the supervision of the parent or guardian. It is the District's intention that students come to school well and ready to learn.

### III. DEFINITIONS

- A. Prescription medication: Medication requiring a prescription from a licensed medication prescriber.
- B. Nonprescription medication: Medications that may be obtained over the counter without a prescription from a licensed medication prescriber.

### IV. REQUIREMENTS

- A. The District will develop a procedure for informing families of the requirements for administering medication during the school day.
- B. The administration of prescription and nonprescription medication at school requires a completed signed request from the student's parent or guardian. An oral request must be put in writing within two school days. The School District may rely on an oral request until a written request is received.
- C. A written order signed by the licensed medication prescriber and the parent/guardian is required for all prescription medication. Such orders must be renewed annually or whenever medication dosage or administration changes.
- D. Prescription medication must come to school in the original container labeled for the student by a pharmacist in accordance with law, and must be administered in a manner consistent with the instructions on the label.

- E. Nonprescription medication must come to school in the original container, marked with the student's name, and must be administered in a manner consistent with the instructions on the label.
- F. The licensed school nurse may request to receive further information about the medication, if needed, prior to administration of the substance.
- G. Prescription and nonprescription medications are not to be carried by the student, but will be kept in the school health office. Exceptions to this requirement are: prescription asthma medications self-administered with an inhaler (see part M.4 below), secondary student's possession of nonprescription pain relievers (see part M.5), prescription epinephrine self-administered with a non-syringe injector (see part M.7), and medications administered as noted in a written agreement between the school district and the parent or as specified in an IEP (individualized education program), Section 504 plan or IHP (individual health plan).
- H. The school must be notified immediately by the parent/guardian in writing of any change in the student's prescription medication administration. A new medical authorization and container label with new pharmacy instructions shall be required immediately.
- I. The school must be notified immediately by the parent/guardian in writing of any change in the student's nonprescription medication administration.
- J. For drugs or medicine used by children with a disability, administration may be as provided in the IEP, Section 504 plan or IHP.
- K. All medication administered at school will be documented. This includes the name and dose of medication, time of administration, and the name of the individual who administered the medication.
- L. Procedures for administration of drugs and medicine during the school day shall be developed in consultation with the licensed school nurse, or a public or private health organization or other appropriate party (if appropriately contracted by the school district under Minnesota Statute §121A.21). The school district administration shall submit these procedures and any additional guidelines and procedures necessary to implement this policy to the school board for approval. Upon approval by the school board, such guidelines and procedures shall be an addendum to this policy.
- M. The following specific exceptions shall apply to this policy:
  - 1. Special arrangements must be made with the licensed school nurse for special health treatments, including administering medication through gastrostomy tubes, rectal or injectable routes.
  - 2. Emergency health procedures, including the emergency administration of drugs and medicine, are not subject to this policy.

3. Drugs or medicine provided or administered by a public health agency to prevent or control an illness or a disease outbreak are not governed by this policy.
4. Students with asthma or a restrictive airway disease are permitted to carry prescription inhalers to self-administer for the treatment of asthma or a restrictive airway disease when they have written parent consent to do so, a licensed prescriber's order, and the inhaler is properly labeled for the student. The parent/guardian must submit written authorization for the student to self-administer the medication each school year. The school nurse must assess the student's knowledge and skills to safely possess and use an asthma inhaler in a school setting and enter into the student's school health record a plan to implement safe possession and use of asthma inhalers.
5. A secondary student may possess and use nonprescription pain relief in a manner consistent with the labeling, if the District has received a yearly written authorization from the student's parent/guardian permitting the student to self-administer the medication. The District may revoke the student's privilege to possess and use nonprescription pain relievers if the District determines that the student is abusing the privilege. This provision does not apply to the possession or use of any drug or product containing ephedrine or pseudoephedrine as its sole active ingredient or as one of its active ingredients.
6. Students may carry the following nonprescription medications (over the counter products) without written parent consent; cough drops, saline solutions, medicated lip balm. The district may revoke the student's privilege to possess the listed medications (products) if the District determines that the student is abusing the privilege.
7. At the start of each school year or at the time a student enrolls in school, whichever is first, a student's parent, licensed school nurse and the licensed medication prescriber must develop and implement an individualized written health plan for a student who is prescribed non-syringe injectors of epinephrine that enables the student to:
  - a) possess non-syringe injectors of epinephrine; or
  - b) if the parent/guardian and licensed medication prescriber determine the student is unable to possess the epinephrine, have immediate access to non-syringe injectors of epinephrine in close proximity to the student at all times during the instructional day.

The plan must designate the school staff responsible for implementing the student's health plan, including recognizing

anaphylaxis and administering non-syringe injectors of epinephrine when required, consistent with state law. The parent/guardian must provide properly labeled non-syringe injectors of epinephrine to the school for the student as needed.

N. This policy covers medication administration during the school day. It does not cover the administration of medications that are used off school grounds, that are used in connection with athletics or extracurricular activities or that are used in connection with activities that occur before or after the regular school day, as designated in each school building.

O. “Parent” for students 18 years old or older is the student.

***Legal References:***

Minnesota Statute § 13.32 (Educational Data)

Minnesota Statute § 121A.21 (Hiring of Health Personnel)

Minnesota Statute § 121A.22 (Administration of Drugs and Medicine)

Minnesota Statute § 121A.221 (Possession and Use of Asthma Inhalers by Asthmatic Students)

Minnesota Statute § 121A.222 (Possession and Use of Nonprescription Pain Relievers by Secondary Students)

Minnesota Statute § 121A.2205 (Possession and Use of Non-syringe Injectors of Epinephrine; Model Policy)

Minnesota Statute § 151.212 (Label of Prescription Drug Containers)

20 U.S.C. § 1400<sub>2</sub> et seq. (Individuals with Disabilities Education Improvement Act of 2004)

29 U.S.C. § 794<sub>2</sub> et seq. (Rehabilitation Act of 1973, § 504)

***Cross References:***

Policy #533: Wellness

Policy #530: Immunization

Policy #417: Chemical Use

Policy #545: Health Services Program

***Approved: July 12, 2007***