

## **ADMINISTERING MEDICINES TO STUDENTS**

In general, school personnel will 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.

Medication administration protocols are differentiated based on the grade of the student. Prescription and over the counter medication will be administered to students at school only at the specific written request of the student's parent or guardian, and with the written authorization of the student's health care provider.(A one-day supply is the exception, see below.) The Student Medication Request and Release Agreement(File: JLCD-E-1), must be signed by the parent or guardian and be accompanied by a health care provider's order for each medication or change of medication the parent wishes to have administered to the student.

If a student must receive prescription or over the counter medication during school hours, the parent or guardian shall furnish the medication. Prescription medication must be 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 health care provider. Over the counter medication must be in its original packaging. A parent or guardian may deliver medication to the school during school hours. Medications that are brought by the student must be in the packaging as stated above, and sealed in an envelope. If the medication is not in a sealed envelope, the parent or guardian will be contacted.

In certain unforeseen circumstances, verbal request or permission to administer medication may be accepted only when made by the parent or guardian to the school nurse, and only when prior delivery of the required forms is not reasonably possible. Written parental permission and authorization by the prescribing health care provider 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 health care provider.

High school students may carry a one-day supply of prescription and/or over the counter medication in its original container without a "permission to carry medication" form on file. Middle school students may carry a one-day supply of over the counter medication without any form, but must have the "permission to carry medication" form on file in the school office to carry a one-day supply of prescription medication.

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 utilizing the "contract to carry medication" form.

Medication shall be administered at each school only by a school nurse or by his or her legal delegate in compliance with the Colorado Nurse Practice Act. Such delegates shall be approved by the Principal Medication will be administered by school personnel, only in accordance with the instructions on the prescription label. 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.

Douglas County School District employees may not administer homeopathic or herbal preparations.

All medications to be administered by school personnel shall be stored per the Colorado Department of Education medication storage guidelines.

### **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.

Special Considerations for Administering Medical Marijuana, Hemp Oils and/or Cannabinoid Products can be found in board file JLCDB.

Adopted: October 1, 1991

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

Revised: July 20, 1999

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

Revised: May 16, 2006

Revised: August 16, 2016, to conform to current law

### **CROSS REFS.:**

JJ/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

JLCDB, Administering Medical Marijuana, Hemp Oils and/or Cannabinoid Products

### **LEGAL REFS.:**

C.R.S. 22-1-119