

**Administering Non-injectable Medicines to Students**

Students may, subject to the provisions of this regulation, have non-injectable prescription or non-prescription medication administered by designated, trained school staff. Self-medication by students may also be permitted in accordance with this regulation.

**1. Definitions**

- (a) "Prescription medication" means any non-injectable drug, chemical compound, suspension or preparation in suitable form for use as a curative or remedial substance taken either internally or externally by a student under the written direction of a physician. Prescription medication does not include dietary food supplements.
- (b) "Non-prescription medication" means only commercially prepared, non-alcohol-based medication to be taken at school that is necessary for the student to remain in school. This shall be limited to eye, nose and cough drops, cough suppressants, analgesics, decongestants, antihistamines, topical antibiotics, anti-inflammatories and antacids that do not require written or oral instruction from a physician. Non-prescription medication does not include dietary food supplements.
- (c) "Physician" means a doctor of medicine or osteopathy, a physician assistant licensed to practice by the Board Of Medical Examiners for the state of Oregon, a dentist licensed by the Board of Dentistry for the state of Oregon, and optometrist licensed by the Board of Optometry for the state of Oregon or a naturopathic physician licensed by the Board of Naturopathy for the state of Oregon.
- (d) "Student self-medication" means a student must be able to administer medication to himself/herself without requiring a trained school staff member to assist in the administration of the medication.
- (e) "Age-appropriate guidelines" means the student must be able to demonstrate the ability, developmentally and behaviorally, to self-medicate with permission from parent (guardian), school district nurse, and in the case of a prescription medication, a physician.
- (f) "Training" means the instruction to be provided to designated school staff on the administration of prescription and non-prescription medication, based on requirements set out in guidelines approved by the Oregon Department of Education (ODE), including discussion on applicable district policies, procedures and materials.

## 2) Designated School Staff/Training

- a) The building principal will designate school staff authorized to administer medication to students within individual school buildings and while participation at school-sponsored activities on or off district property. The building principal will ensure building and activity practices and procedures are consistent with the requirements of law, rules and regulation.
- b) The building principal will ensure the training required by law and Oregon Administrative Rules is provided. Training may be conducted by a physician licensed by the state of Oregon, a nurse licensed by the Board of Nursing of the state of Oregon or by others deemed appropriate by the district in accordance with training program guidelines recognized by ODE.
- c) Training will provide an overview of applicable provisions of Oregon law, administrative rules, district policy and administrative regulations and include, but not be limited to, the following: safe storage, handling, monitoring medication supplies, disposing of medication, record keeping and reporting of medication administration and errors in administrations, emergency medical response for life-threatening side effects and allergic reactions and student confidentiality. Materials as recommended and/or approved by the ODE will be used.
- d) Training will be provided upon initial assignment to designated school staff authorized to administer medications to students. Subsequent training will be provided annually and as necessary to meet changes in Oregon law, rules, training, guidance or as otherwise deemed appropriate by the district
- e) A copy of the district's policy and administrative regulation will be provided to all school staff authorized to administer medication to students and others, as appropriate.
- f) A statement that the designated school staff member has received the required training will be signed by the staff member and filed in the school office. The statement will include the date of the training.

## 3) Administering Medications to Students

Requests for designated school staff to administer medication to students may be approved by the district as follows:

- a) A written request for the district to administer **prescription medication** must be submitted to the school office to include:
  - i) The written signed permission of the parent;
  - ii) The written instruction from the physician for the administration of the prescription medication to the student including:
    - (1) Name of the student;
    - (2) Name of the medication;
    - (3) Route;
    - (4) Dosage;
    - (5) Frequency of administration; and
    - (6) Other special instruction, if any.

The prescription label will be considered to meet this requirement if it contains the information listed in (1)-(6) above.

- b) A Written request for the district to administer **non-prescription medication** must be submitted to the school office to include:
  - i) The written signed permission of the parent;
  - ii) The written instruction from the parent for the administration of the non-prescription medication to the student including:
    - (1) Name of the student;
    - (2) Name of the medication;
    - (3) Route;
    - (4) Dosage;
    - (5) Frequency of administration;
    - (6) Other special instruction, if any.
- c) Medication is to be submitted in original container;
- d) Medication is to be brought to and returned from the school by the parent;
- e) Parents to provide calibrated measuring device for liquid medications;
- f) Parent to cut tablets if half tablet is directed by the prescription;
- g) It is the parent's responsibility to ensure that an adequate amount of medication is on hand at the school for the duration of the student's need to take medication;
- h) It is the parent's responsibility to ensure that the school is informed in writing of any changes in medication instructions;
- i) In the event a student refused medication, the parent will be notified immediately. No attempt will be made to administer medication to a student who refuses district-administered medication;
- j) Any error in administration of medication will be reported to the parent immediately and documentation made on the district's Medication Error Report form. Errors include, but are not limited to, administering medication to the wrong student, administering the wrong medication, dose, time, route, etc. A time error in medication administered more than 30 minutes before or 30 minutes after the designated time;
- k) Medication shall not be administered or self-medication allowed until the necessary permission form and written instructions have been submitted as required by the district.

#### 4) Self-medication

- a) Grades K-5: Self-medication of prescription medication is not allowed except in cases where a student must carry such medication on his/her person for immediate access during a medical emergency or to avoid a potential crisis (such as bronchodilator inhalers or EpiPen).
  - i) The following written permissions are required:
    - (1) Parent (guardian) permission form;
    - (2) Physician permission ( such permission may be indicated on the prescription label); and
    - (3) School district nurse permission.

- ii) Students who are developmentally and/or behaviorally unable to self-medicate will be provided assistance by designated school staff. A permission form and written instructions will be required as provided in section 3.a and b above;
  - iii) All prescription medication must be kept in its appropriately labeled, original container, as follows:
    - (1) Prescription labels must specify the name of the student, name of the medication, dosage, route and frequency or time of administration and any other special instruction including student permission to self-medicate.
  - iv) The Student may have in his/her possession only the smallest amount of medication available that the medication can be dispensed in. Ideally, this would only be the amount of medication needed for that school day if at all possible.
  - v) Sharing and/or borrowing of medication with another student is strictly prohibited.
  - vi) Permission to self-medicate may be revoked if the student violates the Board's policy governing Administering Non-injectable Medicines to Students and/or these regulations. Additionally, students may be subject to discipline, up to and including expulsion, as appropriate.
- b) Grades 6-12: Self-medication of prescription medication is not allowed except in cases where a student must carry such medication on his/her person for immediate access during a medical emergency or to avoid a potential health crisis. Self-medication on non-prescription medication may be allowed. Self-medication of prescription and non-prescription medication are subject to the following:
- i) The following written permissions are required:
    - (1) Parent (guardian) permission form;
    - (2) Physician permission (such permission may be indicated on the prescription label, prescription medications only); and
    - (3) Building administrator permission (prescription and non-prescription medications).
  - ii) Students who are developmentally and/or behaviorally unable to self-medicate will be provided assistance by designated school staff. A permission form and written instructions will be required as provided in section 3.a and b. above;
  - iii) All prescription and non-prescription medication must be kept in its appropriately labeled, original container, as follows:
    - (1) Prescription labels must specify the name of the student, name of the medication, dosage, route and frequency or time of administration and any other special instructions including student permission to self-medicate;
    - (2) Non-prescription medication must have the student's name affixed to the original container.
  - iv) The student may have in his/her possession only the amount of medication needed for that school day, unless a prescription medication is not available in a one-day dosage. In the case of such medication, the medication must be in the smallest amount possible.

- v) Sharing and/or borrowing of medication with another student is strictly prohibited.
  - vi) Permission to self-medicate may be revoked if the student violates the Board's policy governing Administering Non-injectable Medicines to Students and/ or these regulations. Additionally, students may be subject to discipline, up to and including expulsion, as appropriate.
- 5) Handling, Storage, Monitoring Medication Supplies
- a) Medication administered by designated school staff must be delivered by the parent to the school, in its original container, accompanied by the permission form and written instructions, as required above.
  - b) Medication that is in capsule or tablet form and categorized as a sedative, stimulant, anticonvulsant, narcotic, analgesic or psychotropic medication will be counted by designated school staff in the presence of the parent or another school employee upon receipt, documented in the student's medication log and routinely monitored during storage and administration. Discrepancies will be reported to the building administrator immediately and documented in the student's medication log. For such medication not in capsule or tablet form, standard measuring and monitoring procedures will apply.
  - c) Designated school staff will follow the written instruction by the physician and parent and training guidelines as may be recommended by ODE for administering all forms of non-injectable medications
  - d) Medication will be secured as follows:
    - i) Non-refrigerated medications will be stored in a locked cabinet, drawer or box used for the storage of medication;
    - ii) Medications requiring refrigeration will be stored in a locked box in a refrigerator or in a separate refrigerator used solely for the storage of medication;
    - iii) Access to medication storage keys will be limited to the building principal and designated school staff.
  - e) Designated school staff will be responsible for monitoring all medication supplies and for ensuring medication is secure at all times, not left unattended after administering and that the medication container is properly sealed and returned to storage.
  - f) In the event medication is running low or an inadequate dosage is on hand to administer the medication, the designated school staff will notify the parent immediately.
- 6) Emergency Response
- a) Designated school staff will notify 911 or other appropriate emergency medical response systems and administer first aid, as necessary, in the event of life-threatening side effects that result from district-administered medication or from student self-medication. The parent, school nurse and building principal will be notified immediately.
  - b) Minor adverse reactions that result from district-administered medication or from student self-medication will be reported to the parent immediately.

## 7) Disposal of Medications

- a) Medication not picked up by the parent at the end of the school year within [five] school days of the end of the medication period, whichever is earlier, will be disposed of by designated staff in a non-recoverable fashion as follows:
  - (i) Medication in capsule, tablet and liquid form will be removed from the original container (destroy any personal information). Crush solid medications, mix or dissolve in water (this applies to liquid as well) and mix with an undesirable substance such as coffee grounds, kitty litter, flour etc., and place it in an impermeable non-descriptive container such as empty can or sealable bag, placing this container in the trash. Flush prescriptions down the toilet **only** If the accompanying patient information specifically instructs it is safe to do so (ONDCP Federal government Guidelines February 20, 2007)
  - (ii) Other medication will be disposed of in accordance with established training procedures including sharps and glass
- b) All medication will be disposed of by designated staff in the presence of another school employee and documented as described in 8.a. below

## 8) Documentation and Record Keeping

- a) A medication log will be maintained for each student-administered medication by the district. The medication log will include, but not limited to:
  - i) The name, dose and route of medication administered, date, time of administration and name of person administering the medication;
  - ii) Student refusals of medication;
  - iii) Errors in administration of medication;\*
  - iv) Emergency and minor adverse reaction incidents\*
  - v) Discrepancies in medication supply;
  - vi) Disposal of medication including date, quantity, manner in which the medication was destroyed and the signature of the school staff involved.

\*Designated school staff may note incident by symbol in medication log and attach detailed documentation as necessary.

b) All records relating to administration of medicines, including permission slips and written instructions, will be maintained in a separate medical file apart from the student's education records file unless otherwise related to the student's educational placement and/or individualized education program. Records will be retained in accordance with applicable provisions of OAR 166-414-0010 (22), (23) and (24).

c) Student medical files will be kept confidential. Access shall be limited to those designated school staff authorized to administer medication to students. Information may be shared with school staff with a legitimate educational interest in the student or others as may be authorized by the parent in writing.

A school administrator, teacher or other district employee designated by the school administrator is not liable in a criminal action or for civil damages as a result of the administration of prescription and/or non-prescription medication as per ORS 339.870.