

ADMINISTERING MEDICATIONS TO STUDENTS

Students will be permitted to take medications at school under the direction of the school principal or designee. Unlicensed personnel who administer medication will receive training for this task. The Board disclaims any and all responsibility for the diagnosis, prescription of treatment, and administration of medication for any student.

For both non-prescription and prescription medications, a parent or guardian must submit the “MSAD #52 Request For Administration Of Medication In School,” which permits the medication to be given by a school nurse or by unlicensed personnel.

All medications must be in their original containers and will be kept in the medicine cabinet in the nurse’s office. All over the counter medications need to be clearly labeled with the name of the student and with directions for administration. Prescription medications need to be appropriately labeled by the health care provider or pharmacy and will be administered according to the directions on the container.

Students who have inhalers or Epi-Pens may, if necessary, keep these prescribed emergency medications with them by submitting two forms. Their medical care provider must complete the “MSAD # 52 Health Care Provider Permission Form For A Student To Carry Emergency Medication,” and the parent/guardian must complete the “MSAD#52 Request For Administration Of Medication In School.” A school nurse will evaluate a student’s technique in self-administration of such medications.

Nurses and the parents/guardians will work together to ensure the safe delivery of medications to school. Medications for students in Grades K-6 must be delivered to school by a parent/guardian. Students in Grades 7-12 may bring their medication to school and deliver it to the nurse’s office with the permission and knowledge of their parent/guardian. At the end of each school year, a parent/guardian must pick up any remaining medication for students in Grades K-6; students in Grades 7-12 may take their medication home with the written permission of their parent/guardian. Medications remaining at school will be discarded

Written documentation of medications administered at school will be kept at each school.

If there is a later change in the medical order, such as a change in dose, frequency, or type of medication, a new request form must be completed.

In the case of a drug administration error, a school nurse will be notified. The student’s parent/guardian will be notified, and an accident report will be filed.