

Innovation Academy

School Medication Administration Policy

PURPOSE

The purpose of this policy is to set forth provisions for administering both prescription and nonprescription medication during the school day.

Introduction

School districts must establish policies and implement procedures that meet all legal requirements for administration of medication required during school hours. The procedures must be consistent with standards of medical, nursing, and pharmacy practice guidelines.

POLICY STATEMENT

Some students may require medication for chronic or short-term illness or health conditions during school hours and on school-sponsored field trips. This medication enables students to remain in school and participate in their education. Although Innovation Academy believes that under normal circumstances medication should be given by a parent or guardian before or after school hours whenever possible, the school may provide administration of medication for a student in accordance with state law and Innovation Academy procedures.

Definitions and Exclusions

A. For the purpose of Policy 516 (Student Medication), drugs and medicine are defined as in M.S. 151.01, Subd. 5-6 (Pharmacy; Definition) and include both prescribed and over-the-counter drugs and medicine.

B. For the purpose of Policy 516 - Student Medication, special health treatments and health functions, such as catheterization, tracheotomy suctioning, an gastrostomy feedings, do not constitute administration of drugs or medicine.

C. As stated M.S. 121A.22 - Administration of Drugs and Medicine, this Policy 516 -Student Medication does not apply to drugs or medicines that are:

1. Used by a student who is 18 years or older;
2. Used in connection with services for which a minor may legally give effective consent;
3. Used in situations in which, in the judgment of school personnel, the risk to the student's health is of such a nature that drugs or medicine should be given without delay;
4. Used off the school grounds;
5. Used in connection with athletics or extracurricular activities;

6. Used in connection with activities that occurs before or after the regular school day;
 7. Provided or administered by a public health agency in order to prevent or control an illness or a disease outbreak as provided for in Minnesota Law;
- or
8. Self-administered asthma or reactive airway disease inhalers as provided
- in II.G. below.

Authorization and Administration

- A. Medication may be administered only by the school health paraprofessional or other Innovation Academy designated school personnel.
- B. The administration of prescription and nonprescription medication at school requires a completed signed request from the student's parent or guardian. The parent or guardian must put in writing an oral request within two school days. The school may rely on an oral request until the written request is received.
- C. A written order signed by the licensed medication prescriber and the parent/guardian is required for all prescription medication. The written order must be renewed annually and whenever the 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 the law, and must be administered in a manner consistent with the instructions on the label.
- E. The parent/guardian must immediately notify the school 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.
- F. 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. The parent/guardian must immediately notify the school in writing of any change in the student's nonprescription medication administration.
- G. For drugs or medicine used by children with a disability, the administration may be as provided in the IEP, Section 504 plan or IHP.
- H. All medication administered at school will be documented in accord with Innovation Academy procedures.
- I. 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: (1) prescription asthma medications self-administered with an inhaler in accord with state law and school procedures, (2) a secondary student's possession of nonprescription pain relievers in accord with state law and school procedures, (3) prescription epinephrine self-administered with a non-syringe injector in accord with state law and school procedures, and (4) medications administered as noted in a written agreement between the school and parent or as specified in an IEP, Section 504 plan or IHP (individual health plan).
- J. Medication should be disposed of according to school procedures at the end of each school year.

- K. **Prescription Inhalers.** 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: (1) written parent consent to do so, (2) a licensed prescriber's order, (3) the inhaler is properly labeled for the student, and (4) the parent has submitted written verification from the prescribing professional that documents an assessment of the student's knowledge and skills to safely possess and use an asthma inhaler in the school setting.
- L. **Epi-Pens.** At the start of each school year or at the time a student enrolls in school, whichever is first, a student's parent, designated school staff and the prescribing medical professional 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:
1. Possess non-syringe injectors of epinephrine; or
 2. If the parent and prescribing medical professional 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.

For purposes of this policy, instructional day means the regular school hours on student attendance days. 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 must provide properly labeled non-syringe injectors of epinephrine to the school for the student as needed.

- M. Innovation Academy will not administer medications, including herbal medicines that are not approved by the Food and Drug Administration agency.
- N. The following exceptions apply to this policy:
1. Parents/guardians must make arrangements with the school for special health treatments such as catheterization, tracheostomy suctioning, and gastrostomy feedings. Such special health treatments do not constitute administration of medicine for purposes of this policy.
 2. Emergency health procedures, including the emergency administration of 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. A secondary student may possess and use a nonprescription pain reliever in a manner consistent with the labeling if the school has received a yearly written authorization from the student's parent/guardian permitting the student to self-administer the medication. The school may revoke the student's privilege to possess and use nonprescription pain relievers if the school 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.
 5. Medications that are used in connection with activities that occur before or after the regular school day, other than the procedure that is in place related to field trips outside of the regular school day, are not covered by this policy.

Legal References:

Minn. Stat. §121A.22 (Administration of Drugs and Medicine)

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

Minn. Stat. §121A.2205 (Possession and Use of Non-Syringe Injectors of Epinephrine)

Minn. Stat. §121A.222 (Use of Nonprescription Pain Relievers by Secondary Students)

Minnesota Guidelines for Medication Administration in Schools

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