



EXHIBIT AQ  
 SAYRE AREA SCHOOL DISTRICT  
 TENTATIVE ADOPTION/POLCY REVIEW

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|--------------|----------------------------|
| Book         | Policy Manual              |
| Section      | 200 Pupils                 |
| Title        | Copy of Use of Medications |
| Code         | 210                        |
| Status       | draft                      |
| Adopted      | November 11, 1991          |
| Last Revised | April 22, 2008             |

### **Purpose**

The Sayre Area School District recognizes that parents have the primary responsibility for the health of their children. Although the district strongly recommends that medication be given in the home, it realizes that the health of some children requires that medication be given in school.

Parents should confer with the child's healthcare provider to arrange medication time intervals to avoid school hours whenever possible.

The Sayre Area School District shall not be responsible for the diagnosis and treatment of student illness. The administration of medication in accordance with the direction of a parent/guardian and healthcare provider to a student will be permitted only when:

1. Failure to take such medicine would jeopardize the health of the student.
2. The student would not be able to attend school if the medicine were not made available during school hours.

### **Definition**

For the purpose of this policy, **medication** shall be defined as:

1. Nonprescription medications such as ibuprofen (Advil, Motrin), acetaminophen (Tylenol), Benadryl, antibiotic ointment, throat lozenges, and antacids (Tums, Mylanta) for which the school physician has written a set of standing orders for the school district.
2. Medication prescribed by the primary care provider for a specific student, or nonprescription medications not listed above.

### **Authority**

Before any prescription medication or non-prescription medication not listed above may be administered, the Sayre Area School District shall require the following: [\[1\]](#)[\[2\]](#)

1. The written request of the parent/guardian, which shall give permission for such administration and relieve the Board and its employees of liability for the administration of medication.

2. A written order from the prescribing healthcare provider which shall include the name of student, diagnosis, name of medication to be given, date when ordered, route of administration, dosage, time to be taken, special circumstances under which the medication shall be given, the length of period for which medication is prescribed, and significant side effects of medication.

Before any medication may be self-administered by any student during school hours, the Sayre Area School District shall require the following:[\[3\]](#)

1. The written request of the parent which shall give permission for such administration and relieve the Board and its employees of liability.
2. A written order from the prescribing healthcare provider which shall include the name of student, diagnosis, name of medication to be given, date when ordered, route of administration, dosage, time to be taken, special circumstances under which the medication shall be given, the length of period for which medication is prescribed, and significant side effects of medication.
3. A statement from the healthcare provider that the student is capable of self-administration.

Before any nonprescription medication for which the school physician has written standing orders may be administered, the Sayre Area School District shall require the following:

1. The written request of the parent/guardian, which shall give permission for such administration and relieve the Board and its employees of liability for the administration of medication.
2. Verbal permission from the parent/guardian until the written request can be received.

### **Delegation of Responsibility**

Once a medication order is on file in the nurse's office, students may carry and self-administer emergency medications (EpiPen, rescue inhalers and diabetic medications supplies) during school hours. The student must report to the nurse's office immediately after self-administration of the medication for evaluation and follow-up care. Secondary school students, grade 7 through grade 12, who use a rescue inhaler before physical education class to prevent a problem with exercise induced asthma, do not need to report to the nurse unless breathing problems or symptoms develop.

The Superintendent shall develop procedures for the administration of medication which provide that:

1. Whenever possible, all medication shall be administered by the licensed nurse, the parent, or the student him/herself. In the absence of the school nurse, parent, or where a student is not capable of self-administration, the principal or a trained designee may monitor students taking medications.
2. No school employee is required to administer medications to a student, but a school employee may voluntarily monitor medications if all guidelines of this policy are complied with (trained by the school nurse.)
3. Medications shall be securely stored in a locked cabinet. In the absence of the school nurse, school personnel shall take the medication from the parent and store it in a secure, locked location until the nurse is available.
4. All medications must be properly labeled, in the original container or pharmacy container, clearly identified, and kept in a secure place.
5. If it is necessary to administer emergency medication, the nurse, student, parent or properly trained district employee can administer only those medications for which the school district physician or individual's healthcare provider has authorized standing orders.
6. The school nurse or any school employee who monitors medications shall maintain a daily medication log which includes:

- a. Student's name.
  - b. Medication name.
  - c. Prescribing healthcare provider.
  - d. Time to be taken.
  - e. Dosage.
  - f. Route.
  - g. Actual time medication was taken.
  - h. Notation why medication was not taken on time, if applicable.
  - i. Signature of person administering or monitoring student taking medication.
  - j. Address of student (if medication is a Class II).
7. With the exception of asthma rescue inhalers, EpiPens, and diabetic medications and supplies, medications shall not be carried to school by students. All medications shall be brought to school by the parent or other responsible adult, and shall be picked up by the parent or other responsible adult, and shall be picked up by the parent or other responsible adult at the end of the year or the end of the duration of the medication.
8. All medications, except those requiring refrigeration, must be kept in a locked cabinet or box accessible only to the school nurse. Students must not have direct access to medication. Permission slips and physician's orders must be kept in one labeled notebook near medications to decrease the risk of error.
9. The written order of the physician and the parent permission form shall be kept on file in the nurse's office.
10. Medication orders are valid for the calendar school year. New orders must be obtained each calendar school year from the individual's physician by the parent(s)/guardian(s).
11. No herbal remedies will be given during the school day.
12. The school nurse or designee (authorized school personnel) must follow up on all students who do not show up for their medication.
13. All medication errors must be reported and documented.
14. A form letter regarding administration of medication should be sent home with every student at the beginning of the school year. As new students enroll, parents/guardians should be given information regarding administration of medication. Another copy should be reissued to parents/guardians if compliance is a problem. Parents/Students will be made aware of the school district's drug abuse policy.

#### "Hold Harmless" Policy

The Sayre Area School District, in consideration of dispensation of medicines by the nurses and duly authorized agents of the Board who are employed by said district, hereby covenants and agrees to hold harmless and indemnify all such nurses and duly authorized agents of the Board against any and all claims, damages, expenses, attorneys' fees, suits, cause or causes of action in law or equity or any

place whatsoever which may be brought against any of such nurses and duly authorized agents of the Board because of any negligent act or omission done or not done by such nurses and duly authorized agents of the Board in connection with said dispensation of prescription drugs. The term of this policy shall begin on the date executed and continue indefinitely.

Legal

1. 24 P.S. 510
2. 22 PA Code 12.41
3. 35 P.S. 780-111

Last Modified by Danielle Marshall on January 9, 2015