

## MEDICATION AT SCHOOL

### General Statement

Under normal circumstances prescription and non-prescription, over the counter (OTC) medication should be administered before and/or after school hours under supervision of the parent/guardian. If a student must receive prescription or OTC oral or topical medication, eye drops or ear drops or nasal spray from an authorized staff member, the parent/guardian must submit a written request accompanied by a written authorization from a licensed healthcare practitioner (LHP) prescribing within the scope of his or her prescriptive authority. If the medication will be administered for more than fifteen consecutive days, the LHP must also provide written, current and unexpired instructions for the administration of the medication.

The superintendent will establish procedures for:

- A. Designating staff members who may administer medications to students;
- B. Training, delegation, and supervision of staff members in the administration of medication to students by a registered nurse (RN); including oral medication, topical medication, eye drops, ear drops, and / or nasal spray;
- C. Obtaining signed and dated parent/guardian and LHP request and authorization for the administration of medications, including instructions from the LHP if the medication is to be given for more than fifteen (15) days;
- D. Transporting medications to and from school;
- E. Storing medication in a locked or limited access area;
- F. Labeling medication;
- G. Administration of medication, including identification of student and medication;
- H. Documenting administration of medication, including errors, reactions, or side effects;
- I. Disposing of medications;
- J. Maintaining records pertaining to the administration of medication;
- K. Maintaining student confidentiality;
- L. Permitting, as appropriate, self-administration of medication necessary for student school attendance;
- M. Permitting possession and self-administration of over the counter topical sunscreen products. (See Sunscreen section below,) and
- N. Review and evaluate medication practices and documentation;

School District Policy and Procedure 3419 – Self-Administration of Asthma and Anaphylaxis Medication and School District Policy and Procedure 3420 – Anaphylaxis Prevention and Response govern the use of injectable medication for the treatment of anaphylaxis. Except for limited situations, no school staff other than a RN or licensed practical nurse (LPN) may administer suppositories, rectal gels, or injections (except for emergency injections for students with anaphylaxis, as stated in School District Policy and Procedure 3419 - Self-Administration of Asthma and Anaphylaxis Medication and School District Policy and Procedure 3420, Anaphylaxis Pre-

vention and Response) In some situations a parent designated adult (PDA) may administer certain injections.

If the school decides to discontinue administering a student's medication, the superintendent or designee must provide notice to the student's parent/guardian orally and in writing prior to the discontinuance. There shall be a valid reason for the discontinuance that does not compromise the health of the student or violate legal protections for the disabled.

### **Sunscreen**

Over-the-counter topical sunscreen products may be possessed and used by students, parent/guardians, and school staff without a written prescription or note from a licensed health care provider if the following conditions are met:

- A. The product is regulated by the US Food and Drug administration as an over-the-counter sunscreen product; and
- B. If possessed by a student, the product is provided to the student by a parent/guardian.

Cross References:	Policy 3419	Self-Administration of Asthma and Anaphylaxis Medications
	Policy 3420	Anaphylaxis Prevention and Response
Legal References:	RCW 28A.210.260	Administration of Oral Medication by — Conditions
	RCW 28A.210.270	Administration of Oral Medication by — Immunity from Liability
Management Resources:		
	<i>Policy News</i> , February 2001	Oral Medication Definition Expanded
	<i>Policy News</i> , August 2012	"Medication" Definition Expanded
	<i>Policy News</i> , February 2014	
	<i>Policy News</i> , July 2017	
	<i>Policy News</i> , August 2018	
	<i>Policy News</i> , July 2019	

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