



Procedures for Dispensing Medication at School

Student _____ DOB: _____ Grade: _____ Year: _____

PHYSICIAN/LICENSED PROVIDER – PLEASE COMPLETE

PRESCRIPTION MEDICATIONS REQUIRED DURING SCHOOL HOURS

**** All authorizations expire at the end of the school year or following Extended School Year (ESY) session****

Medication	Route	Dose	Time	Diagnosis/Reason for Medication

*****All Medications are to be supplied in the original manufacturer or prescription container*****

Inhaler—please include Asthma Action Plan:

- ☐ Student may carry/self administer his/her inhaler according to the licensed prescriber's instructions. This student has been instructed on proper use, side effects, and safeguards regarding this medication.
- ☐ It is my professional opinion that this student **should not carry** his/her inhaled medication.

Epinephrine auto-injector—please include Anaphylaxis Action Plan:

- ☐ Student may carry/self administer epinephrine auto-injector (Epi-Pen™) according to the licensed prescriber's instructions. This student has been instructed on proper use, side effects, and safeguards regarding this medication.
- ☐ It is my professional opinion that this student **should not carry** his/her Epi-pen/auto-injector.

Signature of Licensed Health Care Provider

Printed name of Licensed Health Care Provider

Date

Clinic Name/Address

Clinic Phone #

Clinic Fax #

OVER THE COUNTER MEDICATIONS DURING THE SCHOOL YEAR

****All authorizations expire at the end of the school year or following Extended School Year (ESY) session****

Medication	Route	Dose	Time	Diagnosis/Reason for Medication

Parent/Guardian Medication Authorization

1. I request the medication listed be given during school hours as ordered by this student's licensed health care provider. **I understand that school health staff cannot administer prescription medication(s)/treatment(s)/procedure(s) indicated on this form without authorization from both my student's physician/licensed prescriber and parent/guardian. *At the secondary level a parent/guardian may authorize use of over-the-counter medications.**
2. I will provide the school with physician/licensed prescriber authorization for any change in medication/treatment(s).
3. I give permission to designated school staff to administer the above medication(s) and/or perform treatment(s). I release all school personnel and ISD 199 from any and all liability in the event of any adverse reaction resulting from the use or administration of the medicine.
4. I give permission for health office staff to consult with this student's licensed health care provider regarding questions about the above medical condition(s) and medication/procedure being used to treat the condition.
5. I give permission for the health office staff to communicate **as needed** with school staff about my student's health condition(s) and the action of the medication and/or treatment.

Parent/Guardian Signature _____ Date: _____

PLEASE RETURN TO YOUR CHILD'S SCHOOL NURSE:

HILLTOP, 3201 68th Street East - Laura Kapsch, RN, LSN, Office: 651-306-7402, Fax: 651-306-7444

PINE BEND, 9875 Inver Grove Trail - Beth Detloff, RN, Office: 651-306-7703, Fax: 651-306-7739

SALEM HILLS, 5899 Babcock Trail - Nancy Johnson, LPN, Office: 651-306-7302, Fax: 651-306-7321

IGH MIDDLE SCHOOL, 8167 Cahill Avenue - Vicki Fisher, RN, LSN, Office: 651-306-7208, Fax: 651-306-7152

SIMLEY HIGH SCHOOL, 2920 80th Street East - Dawn Erdman, RN, LSN, Office: 651-306-7014, Fax: 651-306-7016



Procedures for Dispensing Medicine at School

The purpose of this policy is to set forth the provisions that must be followed when administering non-emergency prescription and/or over the counter medication to students at school.

II. General Statement of Policy

The school district acknowledges that some students may require prescribed drugs or medication during the school day. The school district's licensed school nurse, trained health clerk, principal, or teacher will administer prescribed medications; prescription and over-the-counter, in accordance with law and school district procedures.

III. Requirements For All Medications *(Prescription and Non-prescription)

- A. The administration of any medication or drug at school requires a completed signed request from the student's parent and health care professional as well as the appropriate prescription label and container.
- B. A "Procedures for Dispensing Medicine at School" form must be completed annually (once per school year) and/or when a change in the prescription or requirements for administration occurs.
- C. All medication must come to school in the original container. Further, prescription medication must be labeled for the student by a pharmacist in accordance with law, and must be administered in a manner consistent with the instructions on the label.
- D. The licensed school nurse may request to receive further information about the medication, if needed, prior to administration of the substance.
- E. Upon arrival at school, students will leave medications with the appropriate school district personnel. Exceptions to this requirement are: prescription asthma medications self-administered with an inhaler (See Part J.5 below), and medications administered as noted in a written agreement between the school district and the parent or as specified in an IEP (individual education plan) or IHP (individual health plan or section 504 plan).
- F. The school must be notified immediately by the parent or student 18 years old or older in writing of any change in the student's prescription medication administration. A new medical authorization or container label with new pharmacy instructions shall be required immediately as well.
- G. For drugs or medicine used by children with a disability, administration may be as provided in the IEP, Section 504 plan or IHP.
- H. The licensed school nurse, or other designated person, shall be responsible for the filing of the Procedures for Dispensing Medicine at School form in the health records section of the student file. The school nurse, or other designated person, shall be responsible for providing a copy of such form to the principal and to other personnel designated to administer the medication.
- I. Procedures for administration of drugs and medicine at school and school activities shall be developed in consultation with a licensed school nurse, or a public or private health organization or other appropriate party (if appropriately contracted by the school district under Minn. Stat. §121A.21). The school district administration shall submit these procedures and any additional guidelines and procedures necessary to implement this policy to the school board for approval. Upon approval by the school board, such guidelines and procedures shall be an addendum to this policy.
- J. Specific Exceptions:
 1. Special health treatments and health functions such as but not limited to catheterization, tracheostomy suctioning, and gastrostomy feedings do not constitute administration of drugs and medicine;
 2. Emergency health procedures, including emergency administration of drugs and 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. Drugs or medicines used at school in connection with services for which a minor may give effective consent are not governed by this policy;
 5. Drugs or medicines that are prescription asthma or reactive airway disease medications can be self-administered by a student under the following conditions: a) the school district must receive annual written authorization from the pupil's parent permitting the student to self administer the medication each school year. In a school that does not have a school nurse or school nursing services, the student's parent or guardian must submit written verification from the prescribing professional which documents that an assessment of the student's knowledge and skills to safely possess and use an asthma inhaler in a school setting has been completed. If the School District employs a school nurse or provides school nursing services under another arrangement, the school nurse or other appropriate party must assess the student's knowledge and skills to safely possess and use an asthma inhaler in a school setting and enter into the student's school health record a plan to implement safe possession and use of asthma inhalers; the inhaler is properly labeled for that student.
 6. Epinephrine Prescriptions: At the start of each school year or at the time a student enrolls in school, whichever is first, a student's parent, school staff, including those responsible for student health care, and the prescribing medical professional must develop and implement an individualized written health plan for a student who is prescribed non syringe injector of epinephrine that enables the student to: a) possess non syringe injectors of epinephrine; or b) 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. 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. This health plan may be included in a student's § 504 plan.
 7. Nonprescription Medication. A secondary student may possess and use nonprescription pain relief in a manner consistent with the labeling, if the school district has received a written authorization from the student's parent or guardian permitting the student to self administer the medication. The parent or guardian must submit written authorization for the student to self-administer the medication each school year. The school district may revoke a student's privilege to possess and use nonprescription pain relievers if the school district 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.
- K. An adult student (age 18 years of age or older) is not required to submit parent/guardian signatures but instead may provide signature for self.

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