

**River Ridge Community Unit School District # 210**  
**Medication Administration Policy**

**Subject:** Administrating Medications to Students

**Adopted:** 12/17/01

**Purpose:** To establish a procedure for the administration of medication during school hours

**Revised:**

It shall be the policy of River Ridge School District #210 that the administration of medication or supervision of self-medication to students during the regular school hours should be discouraged unless necessary to maintain the student in school, or in the event of an emergency. The objective of any medication program is to promote self-responsibility. The school nurse or her/his designee can facilitate this process by providing information to the parent(s) or guardian and students on the process to be followed in administration of medication during school hours. The Board of Education will insure and indemnify personnel designated to administer or supervise the self-administration of medication when such personnel follow the policy and procedures put forth in this document. School personnel will not diagnose or treat illnesses.

The Illinois Department of Professional Regulation (IDPR) issued a legal opinion which allows a school employee to stand in the place of a parent or guardian in administration of medication or supervision of self-medication in the school setting. School employees who do not hold a valid IDPR license must receive training in the correct procedure to be used to administer medication and/or provide emergency assistance to a student.

A certified school nurse or registered nurse must manage the medication administration program following the *Recommended Guidelines for Medication Administration in Schools* developed by the Illinois Department Human Services (IDHS) and the Illinois State Board of Education (ISBE), September 2000. A designated administrator will be responsible for medication administration or supervision of self-medication when a nurse is not available. Teachers or other employee cannot be required to administer medication or supervise self-medication although they may volunteer to do so.

No school personnel shall administer to any student, nor shall any student possess or consume any prescription or non-prescription medication unless the **Authorization for Medication Administration** form has been completed and filed with the school district in the health office. The **Over-the-Counter medication Administration** form will need to be completed to dispense OTC medications to a student. Both forms shall be completed by the student's parent or guardian and licensed prescriber (for prescription and scheduled non-prescription medications) and shall be on file at the school district prior to the dispensing of any medication to a student. The **Authorization for Medication Administration** and the **Over-the-Counter Medication Administration** forms need to be renewed annually at the beginning of each school year. Forms are available in the school district office.

## MEDICATION ADMINISTRATION

- A. Prescription and scheduled non-prescription medications given in school, shall be prescribed by a licensed prescriber on an individual basis as determined by the student's health status. Such written documentation must be maintained in the student's individual medication record.
1. A written order for prescription and scheduled non-prescription medication must be obtained from the student's licensed prescriber. The order includes:
    - ◆ Student's name
    - ◆ Date of Birth
    - ◆ Licensed Prescriber's Name, Signature and Date
    - ◆ Licensed Prescriber's Phone and Emergency Number(s)
    - ◆ Medication's Name, Dosage, and Route, Frequency/Time of Administration
    - ◆ Diagnosis Requiring Medication
    - ◆ Intended Effect of the Medication/Possible Side Effects
    - ◆ Other Medication Student is Receiving
    - ◆ Approval for Self-Administration
  2. Medication **MUST** be brought to the school in a container, labeled appropriately by the pharmacist or licensed prescriber. **Prescription medication shall display:**
    - ◆ Student's Name
    - ◆ Prescription number
    - ◆ Medication Name and Dosage
    - ◆ Administration Route or Other Directions
    - ◆ Date and Refill
    - ◆ Licensed Prescriber's Name
    - ◆ Pharmacy Name, Address and Phone Number
    - ◆ Name or Initials of Pharmacist

### **Over-the-Counter Medication (OTC)**

OTC (non-prescription) medication shall be brought in with the manufacturer's original label with the ingredients listed and the student's name affixed to the container.

- B. A written request shall be obtained from the parent(s) or guardian requesting that medication be given during school hours. The request must include the name of the student, the parent(s) or guardian's name and phone number in case of emergency. It is the parent(s) or guardian's responsibility to ensure that the licensed prescriber's order, written request and medication are brought to the school.
- C. Students should be evaluated on an individual basis regarding the need to carry emergency medication. A written statement signed by the student's physician and parent verifying the necessity and student's ability to self-administer the medication appropriately needs to be on file in the school district's health office.

- D. Medications must be stored in a separate locked drawer or cabinet. When the medication being stored is a controlled substance, the locked cabinet must be securely affixed to the wall. Medications requiring refrigeration must be kept in a locked refrigerator separate from food products.
- E. At the end of the school year or the end of the treatment regime, it is the responsibility of the student's parent(s) or guardian for removing from the school any unused medication. If the parent(s) or guardian does not pick up the medication by the end of the school year, the certified school nurse or registered nurse will dispose of the medication(s) and document that it was discarded. Medication must be discarded in the presence of a witness and documentation signed by both parties.
- F. Accepted nursing practice allows that nurses are responsible for their own actions regardless of healthcare provider's written order. It is the nurse's responsibility to clarify any medication order, which is deemed inappropriate or ambiguous. Nurses have the right and responsibility to decline to administer a medication if they feel it jeopardizes student safety. In such instances, the nurse must notify the parent or guardian and student's physician.
- G. A student has the right to refuse medication, and in some instances may do so. In such instances, it is the nurse's responsibility to explain to the student as fully and clearly as possible the importance of taking the medication. If the student continues to refuse to comply, the parent(s) or guardian must be notified.

## DEFINITIONS

- A. **Administration** – accepted nursing practice holds that “to administer” means to select the correct medication, deliver it by the correct route, and give it to the student at the time prescribed.
- B. **Certified School Nurse** – as referred to in this document is a registered professional nurse who holds an Illinois State Board of Education Type 73 Certificate with an endorsement in school nursing.
- C. **Controlled Substance** – a drug or substance as listed in the Illinois Controlled Substance Act.
- D. **Health Care Plan** – A health care plan (504 Plan or IEP) is required for all students who require medication and/or treatment while in school attendance. The student health care plan is a tool for responding to the temporary and/or long-term medical needs of a student. The plan provides a format for summarizing health information; it may include a problem/need statement, goals, plan of action and outcome expected.
- E. **Long-term medication** – medication used to treat chronic illnesses including both daily and PRN (as needed) medications.
- F. **Medication** – as used in this document will refer to both prescription and non-prescription drugs.
- G. **Medication Error**
  - 1. Giving the wrong medication dosage
  - 2. Giving medication to the wrong child
  - 3. Failing to give a dose of medication
  - 4. Giving medication at the wrong time
- H. **Medication Record** – the individual medication record or medicine log used to record the medication given to a student. [The individual medication record is a part of the temporary health record and should be maintained in accordance with the Illinois School Student Records Act (105 ILCS 10/1 et seq.) By comparison, the “Certificate of Child Health Examination” is included in the permanent health record.]
- I. **Non-prescription drugs** – medication that may be obtained over-the-counter (OTC) without a prescription from a licensed prescribers.
- J. **Prescription drugs** – Medication requiring a written order for dispensing, signed by a licensed prescriber.
- K. **PRN (As Needed) Orders** – Orders by a licensed prescriber to administer a specific medication for a specific student under certain circumstances, (e.g. inhaler for acute asthma attack).
- L. **Self-administration** – medication administered by the student under the direct supervision of the school nurse, principal or principal's designee. The self-administration of medication may also include medication taken by a student in an emergency situation not under direct supervision and/or emergency medication carried on their person, (e.g. antibiotic).
- M. **Short-term medication** – medication administered over a short period of time to treat short-term illnesses, (e.g. antibiotic).
- N. **Supervision** – Monitor the administration of medication by legally qualified persons.

# Immunizations, Physical, and Dental Examination Requirements

A Physical examination is required for every student entering Kindergarten, 6<sup>th</sup> & 9<sup>th</sup> grades. The physical must be performed by a Licensed Physician, Advanced Practice Nurse (APN), or Physicians Assistant (PA) and must be on the approved Illinois School Physical Form. Public Act 92-0703 became law on July 19, 2002, changing the School Code allowing APNs and PAs to sign school physicals without the co-signature of their collaborating physician. The form is available in the school offices and at local physician offices. These exams are the parents' financial responsibility. Out of state transfers of any grade level are required to have an Illinois school physical form completed and on file.

Sport Physicals are required every year for students in grades 7-12 involved in interscholastic sports.

Students in all grades must also have current immunization against the following diseases: measles, mumps, rubella, polio, diphtheria, tetanus, pertussis (whooping cough), and hepatitis B. All students who entered school after the 2002/2003 school year are required to have proof of varicella (chicken pox) vaccination or proof of chicken pox disease.

Proof of the required physical exam and immunizations must be presented at the time of registration. **Any student not having a current health examination and immunizations on file by the 1<sup>st</sup> day of attendance of the current school year will be excluded from school until the requirements are completed.**

Dental examinations are required for all students in Kindergarten, 2<sup>nd</sup> and 6<sup>th</sup> grades. Examinations are due by May 15<sup>th</sup> of the present school year. Exam can be within 18 months of the deadline. Exam must be completed by a licensed Dentist and the Illinois State Dental Form must be filled out. Forms are available in school offices or at most local dentists.

A vision exam by a licensed optometrist, ophthalmologist, or physician is required for all students entering Kindergarten.

Any questions, please contact the school nurse.