

## Administering Medicines, Health Plans and First Aid to Students

**DRAFT**

Board Policy: SA-12  
Adopted: May 08, 1995  
Revised: December 08, 2008  
**Revised: Date Pending**

### I. General Policy Statement

The **Haywood County** Board **of Education** discourages the practice of students taking prescription or non-prescription medication during the school day. However, if oral, topical, inhaled, or injected medication must be taken during school hours, the system policy and **school site** procedures must be followed. **The Board authorizes school employees to administer any drugs or medication prescribed by a doctor upon written request of the parent, to administer non-prescription medication through a signed authorization form by the parent, and to give emergency health care and first aid to a student in which they have been trained.**

### II. Regulations

#### A. Prescription Medicines

1. Cooperatively with teachers and the school nurse, each principal shall develop a written procedure for administering medication at his/her site that is protective of teacher's time and least disruptive to students. ;
2. Each school's procedures will include who is responsible (with back-up) for dispensing medication. ;
3. A signed physician and or parental request for the administration of medicine ~~is to~~ **shall** be kept by the school **(letters and forms revised by nurses when necessary)**. ;
4. All medications given are to arrive at school in an original container with label and are to be recorded in **the student's medication administration** a log **with the arrival date and the amount/number of medication**. ; **Each time medication is dispensed it shall immediately be recorded in the log**. ; The log must be maintained by the school for reference.;
5. Medications ~~are to~~ **shall** be locked in a secure place (exception is given for students who must keep inhalers and/or epinephrine auto-injectors with them at all times); **and** those requiring refrigeration may be kept in a restricted student-flow area (teacher's lounge). ;
6. Each school ~~is to~~ **shall** inform parents of both the school system's policy and specific site procedures **for dispensing prescription medications**.
- 7. Middle and high school students are responsible for requesting prescription medication(s) at the appointed time from the authorized school staff.**

#### B. Non-prescription Medicines

1. Cooperatively with teachers and the school nurse, each principal shall develop a written procedure for administering non-prescription medication at his/her site that is protective of teacher's time and least disruptive to students. ;
2. Each school's procedures will include who is responsible (with back-up) for dispensing medication. ; **Registered Nurses are prohibited by the North Carolina Board of Nursing from administering non-prescription medication without a physician's order.**
3. Non-prescription medications ~~are to~~ **shall** be locked in a secure place.;
4. All medications given are to arrive at school in an original container with label and are to be recorded in a **the student's medication administration** log. **Each time medication is dispensed it shall immediately be recorded in the log**. ; The log must be maintained by the school for reference.;
5. The school's designee(s) may administer non-prescription medication to pupils if a signed authorization **form** from the parent/ guardian identifying the medication and reason for taking it is on hand.;
6. Each school ~~is to~~ **shall** inform parents of both the school system's policy and specific site

procedures **for dispensing non-prescription medications.**

- 7. Middle and high school students are responsible for requesting non-prescription medication(s) at the appointed time from the authorized school staff.**

### **C. Diabetes Care Plan**

- 1. The Board requires that the guidelines adopted by the State Board of Education in Policy GCS-G-006 under G. S. 115C-12(31) are implemented in schools in which students with diabetes are enrolled.**
- 2. Schools will develop, implement and maintain an individualized care plan for each student with diabetes under the guidance of the school nurse. Plans will be revised developed and revised under the direction of the child's doctor.**
- 3. Staff training will be required and provided for teachers and other school personnel in order for them to support and assist students with diabetes in accordance with their plan.**

### **D. Student Self-Administering Asthma Medications**

The Board recognizes that students with asthma or a student subject to anaphylactic reactions may need to possess and self-administer asthma medications while attending school. As used in this policy and through state law, "asthma medication" means a medicine prescribed for the treatment of asthma or anaphylactic reactions and includes a prescribed asthma inhaler or epinephrine auto-injector. Before a student will be allowed to self-administer medicine, the following requirements must be met:

- The student's parent or guardian must provide the school:
  - Written authorization from the student's parents or guardian for the student to possess and self-administer medication.
  - A written statement from the student's health care practitioner verifying that the student has asthma and/or an allergy that could result in anaphylactic reaction, that the student has medication for use at school, and that the student understands and has the skill to self-administration the asthma medication.
  - A written plan and written emergency protocol formulated by the prescribing health care practitioner for managing the student's asthma or anaphylaxis episodes and for medication use by the student.
  - A signed statement provided by the school district that the student's parent or guardian acknowledges that the board of education and its agents are not liable for injury arising from the student's possession and self-administration of asthma medication.
- The student must demonstrate to the school nurse the skill level necessary to use asthma medication and any accompanying device.
- The student's parent or guardian must provide backup asthma medication to the school and the school must keep this medication in a location to which the student has immediate access in the event of an asthma or anaphylaxis emergency.
- All information provided to the school by the parent or guardian shall be kept on file in an easily accessible location.
- A student who uses asthma medication in a manner other than as prescribed will be subject to disciplinary action according to the school's disciplinary policy. This disciplinary action will not limit or restrict the student's immediate access to the medication.
- Any permission granted by the school for a student to possess and self-administer asthma medication will be effective only for the same school, for 365 days and must be renewed annually.
- The Board does not assume any responsibility for the administration of drugs or medication to a student by the student, the student's parent or legal custodian or any other person who is not authorized by this policy to administer medications to students.

**E. €.** First Aid

1. Non-emergency First Aid

Cooperatively with teachers and the school nurse, each principal shall develop a written procedure for administering non-emergency first aid at his/her site that is protective of teacher's time and least disruptive to students. Parents are to be informed of the school's procedures.

2. Emergency First Aid

Student/public accidents are those incidents requiring more than first aid attention (medical attention) and occur while they are under the jurisdiction of the school. School accidents are those which occur while students or the general public are on school property, in school buildings, in community-based school programs, or on the way to or from school. In the event of an accident resulting in injury, the following steps shall be followed:

- a. The attending teacher will quickly assess the injury.
- b. The School Nurse or First Aid Responder for the school will be summoned and the principal/designee notified.
- c. Efforts shall be made to immediately inform parents or guardians of the student.
- d. If accident occurs after normal hours, location of on-site personnel with medical training will be determined and summoned if available. Emergency personnel will be requested through 911 if needed.
- e. A student/public accident report form shall be completed. One copy remains on file at the school and one will be sent to the central office.

**3. Staff members who volunteer to be First Aid Responders will receive first aid and other lifesaving techniques training through a nationally recognized program.**

**Legal References: G.S. 115C-12(31), -36, -307(c), -288, -375.2; IDEA – 20 U.S.C. 1400 et seq.; ADA – 42 U.S.C. 12101; FERPA – 20 U.S.C. 1232g; Section 504 Act of 1973 –29 U.S.C. 794**