

ADMINISTRATION OF MEDICATION

Plainfield School District 202 acknowledges that the responsibility for administering medication to a student rests primarily with that student's parent(s) or guardian(s). Medication will be administered by District personnel during the school day only when failure to receive such doctor-prescribed medication during school hours would jeopardize the student's health and education.

The Superintendent shall establish regulations for the administration of medications to students. The regulations shall be substantially based on the Recommended Guidelines for Medication Administration in the Schools published by the Illinois Department of Public Health and the State Board of Education and shall provide for administration of medication to a student during school hours or during school activities only when necessary to maintain the student in school. A copy of this policy and the regulations shall be given to the parents or guardians of each student within fifteen (15) days after the start of each school term, or within fifteen (15) days of starting classes for students transferring to the School District during the school term. Also with such fifteen-day period, students enrolled shall annually be informed of the contents of this policy and the rules.

ORIGINAL ADOPTION: May 22, 1989

REVISED: October 23, 1991

Rules and Procedures for the Administration of Medication by District 202 Personnel

The administering of medication during regular school hours is contingent upon the following regulations:

1. Medications, including both **OVER-THE-COUNTER** and **PRESCRIPTION DRUGS**, which will be administered during the school day, will only be administered after the parent files with the school a completed form entitled "Plainfield District 202 Medication Authorization Form". These forms are available from the building secretaries.
2. Medication brought to school without the signed "Medication Authorization Form" by parent and physician will not be given.
3. The student's parent or guardian must renew written orders for continuing medication at the beginning of each school year, whenever the medication or its dosage is changed, and when asked to do so by the school nurse.
4. The medication must be brought to the school office in a pharmaceutical container labeled with the student's name, name of the medication, the dosage, and all pertinent instructions. The empty container will be sent home with the student at the end of each week, or at the end of the interim of medication administration. If the parent or guardian does not pick up the medication by the end of the school year, the certified school nurse will dispose of and document that medication was discarded. Medications will be discarded in the presence of a witness.
5. The initial dosage of the medication must be given at home.
6. Students are not allowed to keep any kind of medication in their possession while at school unless so directed by written authorization by their physician.
7. The school will store the medication in a safe place.
8. The student must come to the office for his/her medicine. The school will strive to assist students in grades K-5 to remember to come to the office to take his/her medication.
9. Acknowledging that occasionally a medication must be administered during the school day, a certified school nurse or registered professional nurse, if available, shall administer the medication. If a nurse is unavailable, a building administrator or a certified administrator designated by the building principal shall either (a) supervise the self-administration of the medication or (b) administer the medication himself or herself. Although only these two categories of personnel may administer a medication, any employee who is will to assist may supervise the self-administration of a medication.

10. Any certified employee may administer medications in emergency situations if, under the circumstances, the school nurse, a certified administrator or emergency medical personnel cannot be available in sufficient time and the student cannot reasonably self-administer the medication.
11. The school will maintain an individual written record of any medication dispensed in the individual student's health record. Such record will list the date, time, dosage, route, and signature of the individual administering the medication or supervising the self-administration of the medication. The actual record may be created by a designee of the nurse or the certified administrator, but said nurse or administrator will affix his/her signature to the record.
12. Medications and special items necessary to administer medications, such as syringes and hypodermic needles, will be stored in a separate locked drawer or cabinet. Medications requiring refrigeration will be refrigerated in a secure area. Medications will be available while a student is engaged in a school activity away from the customary site of storage and will be kept by the certified employee supervising the activity.
13. An employee authorized to supervise the self-administration of a medication will provide the medication to the student from the storage area, observe the student measure and take the required dosage, return the medication to its storage place, and provide for or prepare a record and initial same.
14. Any side effects and effects of the medication will be documented and placed in the student's health record.
15. The school will, upon the request of the licensed prescriber and/or the parent, provide written feedback relative to any observed effects and effects of the medication.