ADMINISTERING MEDICATIONS TO STUDENTS - PROCEDURE

A. ADMINISTERING MEDICATIONS TO STUDENTS

1. Responsibility Assignment
   a. The pupil's building principal/program supervisor shall control and supervise the administration of any type of medication to pupils in the school, during the school day. No medications of any kind will be dispensed by school personnel without written directions of the student's physician. A central file on the school medication program shall be maintained in each building/program. The district does not permit students to bring medication to school to be self-administered. Written orders from a physician detailing the name of the drug, dosage and time medications are to be given during the school day shall be on file at school. A verbal authorization from a physician's office may suffice until a written authorization is received. This authorization must be recorded with date and signature of person receiving authorization.

2. Guidelines
   a. Pupil medication containers shall be kept in a locked and secure place not accessible to students or non-authorized staff.
   b. Medications shall be brought to school in the original container labeled with instructions by the pharmacist or physician. Refills of prescriptions shall be the responsibility of the parent, guardian, etc. Daily transport of medication should be avoided. In special education programs, medications are to be placed in the custody of the bus driver and then to a staff person at school. At no time should medication be transported by a student.
   c. Medications shall be kept in the original containers prepared by the pharmacist and labeled with the name of pupil, name of medication, dosage and time of dosage. Medications not properly labeled should be returned to the parent or guardian with an explanation. A signed parent/guardian or house-parent release form must be on file authorizing school personnel to dispense medications to the student.
d. Medications may only be administered by a nurse, principal, program supervisor, teacher, or other school employee designated by the program supervisor. Such medications must be administered in the presence of another adult.

e. In the event of physician-ordered changes in a pupil's medication program, the school principal/program supervisor or nurse shall receive such orders directly from the attending physician, and shall note such changes on the pupil's medication program form.

f. Each medication given must be recorded in a medication log which includes:

(1) Name of student

(2) Name of medication(s)

(3) Exact dosage of medication(s)

(4) Date and time medications are to be administered.

(5) Signature of person administering the medication

(6) Name of adult witness

g. In the event that any medication error occurs, including omission, an incident report must be filed and the student's physician and parents notified immediately. Physician's recommendations shall be followed regarding time and dosage of next medication. This information shall be made available to parents. Building principal and/or supervisor shall be notified.

h. Any side effects noted by the person administering the medication(s) shall be reported immediately to the physician and the student's parents/guardian/ house-parent. Recommendations by the physician with respect to the side effects with the parents/guardian/house-parent’s knowledge of this information will be followed.

i. All medication orders specified in A., 1, must be renewed each school year.

3. Administration of medications to students; liability.

MCLA 380.1178 provides limited liability to appropriate school employees who adhere to all requirements of this policy.
B. MEDICALLY FRAGILE STUDENTS

1. Medically fragile students are those students who have chronic or acute illness, physical disabilities or other health impairments that can be disabling or life threatening.

2. The director of special education shall be responsible for developing appropriate programs, services and/or accommodations’ consistent with federal and state statutes and applicable case law to assist administrators and staff in meeting the needs of the students they serve.

3. Individualized Educational Planning Committees will determine appropriate programs and services for special education students based upon medical and educational information provided by the parent, the district and other appropriate agencies or individuals.

4. The health and safety of medically fragile students shall be the primary concern when determining the appropriate programs, services or accommodations.

5. The district, at its expense, may conduct medical evaluations, by a physician of its choosing, and with parent permission. Should the parent refuse consent, the director of special education may exercise due process rights and/or pursue injunctive relief from a court of competent jurisdiction in order to obtain necessary medical/educational information or for a determination of appropriate programs services or accommodations.

6. District staff shall comply with all specific orders by a court of competent jurisdiction applicable to the school setting, including, but not limited to, “Do Not Resuscitate” order.

LEGAL CITATION: The School Code of 1976. (Act 451 of 1976, as amended) and MCLA 333.1051 to 333.1067

ADMINISTRATIVE REGULATION

Approved: April 19, 1983
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