

# Montpelier Public School

## **AQ. SCHOOL MEDICATION PROGRAM**

The Montpelier Public School District has established a program for providing medication to students during the school day and/or when students are at district sponsored events.

### **Qualifications for Eligible School Medication Providers**

In order to be eligible to provide medication under this policy, an individual must meet the following criteria and receive approval from the principal or superintendent.

1. Received education and training in medication administration as described by the superintendent.
2. Undergo a criminal history record check through the District and receive satisfactory adjudication
3. Agreed to perform the duty of providing medication for the school year.

### **Types of Medication Provided**

The District may provide both prescription and over-the-counter medication to students covered by this policy so long as they are legal under state law and:

1. Recognized as drugs in the official U.S. Pharmacopoeia and national formulary, or
2. Recognized as drugs in the official Homeopathic Pharmacopoeia of the U.S., or
3. Are authorized to be provided to the student by his/her parent/guardian and, when applicable, healthcare provider in accordance with this policy.

The District and all school employees and volunteers are prohibited from purchasing over-the-counter medications to provide to students.

### **Routes of Medication Provided**

Eligible school medication providers may provide oral and non-oral, noninvasive medication (i.e. oral, eye, nose, ear, topical) to students covered by this policy.

If a student's medication requires administration through an invasive route (intravenously), the District may deny a parent's/guardian's request to provide such medication or may require the parents/guardians to reimburse the District for the expense of hiring a healthcare provider who has authority under state law to administer such medication. Exceptions may pertain to students with medication administration outlined in an Individual Education Plan or 504 Plan.

### **Students Eligible for Participation**

The following students are eligible for participation in the medication program established by this policy:

- Students who qualify for this service under their IEP or 504 Plan.
- Students who require medication when under the direct supervision of the school and whose parents/guardians are unable to make arrangements to provide medication themselves.
- Students who require emergency epinephrine treatment in accordance with ND Administrative Code Ch. 33-37-01 and/or students who require emergency medication under NDCC 15.1-19-16.

The Principal and Superintendent are authorized to approve other circumstances under which a student is eligible to participate in the school's medication program. This administrator should contact legal counsel and should request permission from the student's parent/guardian to consult with the student's healthcare provider (to better understand the implications and scope of the request) before acting on such requests.

### **Requirements for Parents/Guardians Prior to District Providing Medication**

A parent/guardian must sign a written form authorizing his/her student to receive medication from an eligible school medication provider prior to carrying out this service. A new authorization form is required anytime the student has a change in his/her medication

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regimen, when a new medication is to be provided, when the District assigns a new medication provider to the student, and at the beginning of each school year. This form must include the following:

1. For over-the-counter medication: Must include instructions from the parent/guardian on how, when, and how long to provide medication. Requests to provide a dosage other than as recommended by the manufacturer shall require approval from an appropriate healthcare provider.
2. For prescription drugs: Requires written authorization and instructions from an appropriate healthcare provider on how, when, and how long to provide medication.
3. For more than one medication (prescriptions, over-the-counter medications, or both): Must include information from a healthcare provider certifying that the drugs are not known to adversely interact or information on how to avoid any known adverse drug interactions.
4. For students with allergies: If a student has any known allergies, the parent/guardian shall provide this list of allergies to the school.
5. For all requests for the school to provide medication:
  - a. Appropriate forms must be completed by parent and on filed in the office.

### **Medication Check-In Requirements When District is Providing Medication**

When sending medication to school, parents/guardians must comply with the following requirements:

1. Over-the-counter medication must be provided by the parent and must be supplied in the original manufacturer's container, and the container must list the ingredients, recommended dosage, expiration date, administration instructions, and storage instructions (if any) in a legible format. The container must be labeled with the student's name, date of birth, and, if unsealed, the number or amount of medication in the container.
2. Prescription medications must be supplied in the original pharmacy-labeled container and include the following information:
  - Name and phone number of pharmacy
  - Student's name, date of birth
  - Name of medication, dose, expiration date, storage instructions
  - Administration directions
  - Number or amount of medication in container

If medication was given to student prior to bringing to school, parent/guardian must indicate how much remains.

3. If dispensing equipment is required (e.g., measuring cups, droppers), it must be provided by the parent/guardian.

All medication must be hand delivered by a parent/guardian to the designated district official. This official shall ensure that the appropriate authorization form(s) is/are complete, that the medication has not expired, that the medication is appropriately labeled in accordance with above requirements, and that parents/guardians have complied with all other applicable provisions of this policy before accepting the medication from the parent/guardian.

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## **Student Self-Administration Requirements**

(NOTE: These requirements are not applicable to emergency medication governed by NDCC 15.1-19-16.)

A parent/guardian must sign a written form permitting his/her student to self-administer medication in school prior to the District authorizing this action. A new authorization form is required anytime the student has a change in his/her medication regimen, when a new medication is to be provided, and at the beginning of each school year. This form must include the following:

1. **For prescription medication:**
  - a. Authorization to self-administer and or carry medication from the student's healthcare provider.
  - b. Instructions from an appropriate healthcare provider on how, when, and how long the student will need to self-administer medication.
  - c. Certification from the healthcare provider that the student has received instruction in and is capable of self-administering the medication in a responsible and secure manner.
2. **For over-the-counter medication:**
  - a. Instructions from the parent/guardian on how, when, and how long the student will self-administer medication.
  - b. Certification from the parent/guardian that the student has received instruction and indicate whether the student has parental consent only to self-administer the medication or has parental consent to carry and self-administer the medication.
3. **All applicable forms and information on medication is required.**

Students will be prohibited from carrying medication that has special storage requirements such as, but not limited to, medication that requires refrigeration.

## **Self-Administration Check-In Requirements**

The same procedures as non self-administered medication pertain.

## **Medication Off-Campus When Student is Under District Supervision**

Parents/guardians must make arrangements with the building principal for students who will require medication off-campus while under the district's supervision prior to the activity or event (e.g., students who participate in extracurricular events or field trips). All medication requirements and procedures will pertain.

## **Liability Disclaimer**

It is not the intent of the District to expand or modify the district's potential liability exposure through the development of this medication program. The district's voluntary creation of this program shall not be construed to create or assume any potential liability under any local, state, or federal law or regulation. State law provides liability protection for establishing and providing medication under a school medication program. This protection extends to all eligible school medication providers, the school district, and the Board so long as each party is acting in good faith.

The District is not responsible for determining the qualifications of healthcare providers whose signatures appear on prescriptions and other medical documentation submitted to the District by parents/guardians. The District assumes that by signing such documentation, the healthcare provider is attesting to the validity of his/her qualifications and credentials. The District will comply with healthcare providers' orders but assumes no liability for their content.

**Adopted: 07-16-2014**

