

Policy Guide



Policy No. 210

Section PUPILS

Title MEDICATIONS

Adopted AUGUST 21, 1989

Last Revised OCTOBER 15, 2024

	POLICY NO. 210 MEDICATIONS	
Section 1	<p><u>Purpose</u></p> <p>The purpose of this policy shall be to set forth guidelines for the administration of medications to students during school hours.</p> <p>The administration of prescribed medication to a student during school hours in accordance with the written direction of the student's licensed medical healthcare provider and the written request of the person in parental relation will be permitted only when failure to take such medicine would jeopardize the health of the student, and the student would not be able to attend school if the medicine were not available during school hours.</p> <p>The administration of over-the counter medication requires a written order from a licensed medical healthcare provider, known as a medication order, which must be provided to the school nurse.</p> <p>This policy shall be interpreted consistent with all applicable state and federal regulations.</p> <p>The District shall act in a manner consistent with the ADA, Section 504, the IDEA and all other laws protecting the rights of students with disabilities.</p> <p>Whenever a student has a Section 504 plan and/or IEP, that plan supersedes this policy to the extent it contains different and/or more detailed provisions than those set forth in this policy.</p>	<p>22 PA Code 12.41</p> <p>Pol. 103.1</p>

	<p style="text-align: center;">POLICY NO. 210 MEDICATIONS</p> <p>Section 2 <u>Definitions</u></p> <p>Licensed medical healthcare provider – A medical doctor (MD), osteopathic physician (DO), dentist, physician assistant, and certified nurse practitioner, who can legally prescribe medications in the Commonwealth of Pennsylvania.</p> <p>Nurse paraprofessional – An individual who is a registered nurse (RN) or a licensed practical nurse (LPN) in Pennsylvania. Nurse paraprofessionals work under the supervision of a School Nurse.</p> <p>Over-the-counter (“OTC”) medication – Medication which can be purchased or obtained without a licensed medical healthcare provider’s written prescription. As set forth below, the use of OTC medications in the District will require a written order, known as a medication order, from a licensed medical healthcare provider, which must be provided to the school nurse. The order must contain the name of the medication, the dosage, the route in which it is to be administered, the timing (specific time of day, intervals), the diagnosis/reason, and any other important information.</p> <p>Prescription medication – Medication which can only be purchased or obtained with a licensed medical healthcare provider’s written prescription. As set forth below, the use of prescription medications in the District will require a written order from the student’s licensed medical health care provider and with the written consent of the person in parental relation.</p> <p>School nurse – An individual qualified and certified by the Pennsylvania Department of Education as a Public School Nurse (CSN), and serving the District in that capacity.</p> <p>Section 3 <u>Guidelines</u></p> <p><u>Delivery of Medication</u></p> <p>All medication must be in an original pharmaceutical container bearing the date, the student’s name, the licensed medical healthcare provider’s name, the instructions for administration,</p>	<p>SC 510 22 PA Code 12.41</p>
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	<p style="text-align: center;">POLICY NO. 210 MEDICATIONS</p> <p>dosage, frequency, the pharmacist's name, and the pharmacy label.</p> <p>Medication and/or medical devices, whether prescription or non-prescription, shall be delivered to the office of the school nurse in the building to which the student is regularly assigned. Students' possession and self-administration of asthma inhalers is permitted, in accordance with Policy No. 210.1 concerning the use of such devices.</p> <p>Medications will be stored in a locked container in the School Nurse's office unless the licensed medical healthcare provider indicates in writing that the medication needs to be kept with the student. Medications requiring refrigeration shall be appropriately refrigerated. The Building Principal and the School Nurse shall oversee the proper storage of all medications in the building.</p> <p>Any medication/medical device provided to the District for a chronic condition will be returned only to the person in parental relation at the end of each school year, and the District will record the date, time, amount and signature of the person in parental relation to whom the medication was returned. A new licensed medical healthcare provider's order, person in parental relation consent form and supply of medication will be required at the commencement of each school year, in instances where the medication must be continued for the student.</p> <p><u>Medication Registration</u></p> <p>Before any medication, whether prescribed or OTC, may be administered to, or self-administered by, any student during school hours, the Board shall require the written order from a medical healthcare provider, known as a medication order, which must be provided to the school nurse. The order must contain the name of the medication, the dosage, the route in which it is to be administered, the timing (specific time of day, intervals), the diagnosis/reason, and any other important information.</p>	Pol. 210.1
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	<p style="text-align: center;">POLICY NO. 210 MEDICATIONS</p> <p><u>Student Self-Administration of Medication</u></p> <p>Before a student may possess/self-administer medication in the school setting, the District shall require the following:</p> <ol style="list-style-type: none"> 1. All requirements for “Medication Registration” are completed, including person in parental relation permission for student to possess/self-administer such medication. 2. A written acknowledgement from the School Nurse that the student has demonstrated that they are capable of self-administration of the medication in the school setting. Determination of competency for self-administration shall be based on the student’s age, cognitive function, maturity and demonstration of responsible behavior. 3. A written acknowledgement from the student that they have received instruction from the student's licensed medical healthcare provider on proper safety precautions for the handling and disposal of the medication, including acknowledgement that the student will not allow other students to have access to the prescribed medication and that they understand appropriate safeguards. <p>Prescribed medication which must be measured or poured immediately prior to use or which must be administered by syringe, may be self-administered. However, self-administration must be in the presence of the School Nurse or Nurse Paraprofessional.</p> <p>Students shall be prohibited from sharing, giving, selling, and using a medication in any manner other than which it is prescribed during school hours, at any time while on school property, at any school-sponsored activity, and during the time spent traveling to and from school and school-sponsored activities. Violations of this policy, provisions of a Service Agreement or IEP, or demonstration of unwillingness or inability to safeguard medication may result in loss of privilege to self-carry medication and disciplinary action in accordance with Board policy and applicable procedural safeguards.</p>	
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Pol. 103.1, 113.1,
218, 227

	<p style="text-align: center;">POLICY NO. 210 MEDICATIONS</p> <p><u>Personnel Involved in Administration/ Supervision or Self-Administration of Medication</u></p> <ol style="list-style-type: none"> 1. The School Nurse is designated as the primary person responsible for the administration of medication, supervision of self-administration of medication, and supervision of the use of medical devices, whether prescription or nonprescription; however, students are permitted to possess and self-administer asthma inhalers and epinephrine auto-injectors in accordance with Policy No. 210.1. The School Nurse shall be responsible for: <ol style="list-style-type: none"> a. Conferring with persons in parental relation. b. Administration of medication and/or the use of medical devices in certain circumstances as required by law. c. Maintenance of the records of administration or self-administration of prescribed and/or non-prescribed medications and/or the use of medical devices pursuant to the policy. d. Alerting appropriate school staff to possible side effects of the medication. Notifying and alerting appropriate staff if the student is to refrain from any specific school activity. e. Conferring with licensed medical healthcare providers and pharmacists as necessary. f. Supervising the self-administration of medication and/or use of medical devices by students, provided however, that when the School Nurse is unavailable, and it is not medically required that the School Nurse supervise the student's self-administration of medication, approved personnel will supervise the self-administration of medication. 2. In appropriate circumstances, after consultation between the building principal and the School Nurse, the building principal may designate in writing appropriate personnel 	<p>Pol. 210.1</p>
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	<p style="text-align: center;">POLICY NO. 210 MEDICATIONS</p> <p>to supervise the self-administration of medication/medical devices, whether prescription or non-prescription They shall be responsible for:</p> <ol style="list-style-type: none"> a. Adhering to the directives provided by the School Nurse in the supervision of self-administration of medication and/or use of medical devices by students. b. Reporting to the School Nurse any apparent observable side effects and any other difficulty in the student's self-administration of medication and/or use of medical devices. <p>3. Responsibility for measuring or pouring medications and/or injecting medications shall rest with the School Nurse and/or Nurse Paraprofessional, the student themselves, where appropriate, or the student's person in parental relation, or other adult individual designated by the person in parental relation and the student's licensed medical healthcare provider as an appropriate individual to administer the medication.</p>	
Section 4	<p><u>Delegation of Responsibility</u></p> <p>The Superintendent or designee shall develop procedures for the administration and self-administration of students' medications that shall be consistent with guidelines contained in this policy.</p> <p>All prescribed and OTC medications shall be administered (or supervised in the event of the student's self-administration) by the school district nurse, or other appropriately trained and designated district staff.</p> <p>All district employees involved in the administration or supervision of self-administration of medication shall receive documented and appropriate training provided by the school district before performing this responsibility.</p> <p>The Superintendent or designee shall regularly review the procedures for administration and self-administration of medications and shall evaluate recordkeeping, safety practices, and effectiveness of this policy.</p>	

	<p>POLICY NO. 210 MEDICATIONS</p> <p>Revision History: April 16, 2019; November 16, 2009; October 19, 1998</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 510</p> <p>State Board of Education Regulations – 22 PA Code Sec. 12.41</p> <p>Guidelines from Pennsylvania Schools for the Administration of Medications and Emergency Care (PA Department of Health)</p> <p>Board Policy – Pol. 103.1, 113.1, 210.1, 218, 227</p>	
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