

REGULATIONS FOR DISPENSATION OF PRESCRIPTION AND
NON-PRESCRIPTION MEDICATION TO STUDENTS

1. Students needing medication will be encouraged to receive the medication at home, if possible. If it is absolutely necessary that medication be given during school hours, the following regulations will apply.
 - a. Only employees of the Board who are licensed health professionals, or who are appointed by the Board and have completed a drug administration training program meeting state law, conducted by a licensed health professional and considered appropriate by the Board, can administer prescription drugs to students.
 - b. The person or persons designated to administer medication will receive a written request, signed by the parent/guardian or other person having care or charge of the student, that the drug be administered to the student, and will receive instruction regarding administration of the medication from the school nurse as reasonably necessary.
 - c. The person or persons designated to administer medication will receive a statement, signed by the physician or other person licensed to prescribe medication, which includes all of the following information:
 - 1) the name and address of the student;
 - 2) the school and class in which the student is enrolled;
 - 3) the name of the drug and the dosage to be administered;
 - 4) the times of intervals at which each dosage of the drug is to be administered;
 - 5) the date on which the administration of the drug is to begin;
 - 6) the date on which the administration of the drug is to cease;
 - 7) any severe adverse reactions which should be reported to the physician and one or more telephone numbers at which the person who prescribed medication can be reached in case of an emergency; and,
 - 8) special instructions for administration of the drug, including sterile conditions and storage.

This information is needed on separate forms for each new medication or dosage change. Further, new completed forms must be submitted each school year. No medication will be given unless this information and permission are provided in the designated manner.

- d. The parent/guardian or other person(s) having care or charge of the student agrees to submit a revised statement signed by the physician who prescribed the drug to the person designated to administer medication, if any of the originally prescribed information changes.
- e. The parent/guardian or other person(s) having care or charge of the student agrees

to assure a continuous supply of prescribed medication to the person or persons designated to administer the medication, to be aware of the quantity of medication supplied, and to be aware of when additional medication is needed and to supply that additional medication in a timely manner so as to assure continuity in the administration of such medication.

- f. Except for a physician-authorized metered dose inhaler or a dry powder inhaler or epinephrine, medications cannot be transported on the school bus. The parent or guardian must bring the medication to the school nurse or other person designated to administer medication with the original container clearly marked giving the name of the child, name of medication, dosage directions, physician's name, prescription number. Over the counter (non-prescription) medication must be in the original container in which purchased and clearly labeled with the student's name.

For a student with physician-authorized possession and use of an inhaler, it is preferred that the parent/guardian also provide an inhaler for the clinic such that the student can be treated as needed if the student forgets/misplaces his/her inhaler. For a student with physician-authorized possession and use of epinephrine, it is required that the parent/guardian also provide epinephrine for the clinic such that the student can be treated as needed if the student forgets/misplaces his/her epinephrine.

2. The person designated by the Board will establish a location in each school building for the storage of drugs to be administered. Unless otherwise authorized by State law, all such drugs shall be stored in that location in a locked storage place, except for physician-authorized student possession and use of metered dose inhaler or dry powder inhaler and an epinephrine auto injector (epi-pen.) Drugs which required refrigeration may be kept in a refrigerator in a place not commonly used by students.
3. The student is responsible for reporting on time for his/her medication.
4. Oral, eye, ear, and topical medications will be given during the school day only as prescribed by a physician. Only injections related to diabetes or severe allergic reactions as prescribed by a physician can be given in school.
5. Each time medication is administered to a student, a record of that fact shall be maintained by the employee administering the medication on a designated medication administration record. If for any reason the medication is not administered according to the licensed prescriber's direction, a record of that fact will be made by the employee administering medications. The documentation will include the reason that the medication was not administered.
6. Because reactions to unauthorized drugs taken might not be recognized and inappropriate treatment might be rendered, students may not carry or administer their

own medication except for the authorized possession and use of a metered dose inhaler or a dry powder inhaler or epinephrine or other drugs as required by federal law.

7. In the instance of student possession and use of an inhaler, the student should report the use of the inhaler medication to the nurse in the clinic upon his/her inhaler use such that the nurse can maintain accurate records as well as an up-to-date awareness of the student's condition warranting inhaler use. In the instance of student possession and use of epinephrine the student **MUST** report immediately to the nearest adult staff so emergency services can be notified.
8. Regarding the administration of Diastat Gel: an Individual Health Plan (IHP) will be on file for the student. Further, a doctor's order must be on file detailing:
 - a. when the medication Diastat Gel is to be administered. It should include the student's seizure symptoms.
 - b. how soon the seizure should stop.
 - c. what observations are required after the medication is given and how long the Student should be observed.
 - d. If symptoms persist, when 911 should be called. If Diastat Gel is administered by trained unlicensed staff, 911 (emergency services) will be called. Parents will be notified of this requirement.
9. This regulation also applies to any non-prescriptive (over-the-counter) medications for problems such as menstrual cramps, headaches and dental braces.
10. When the medication has been discontinued, any remaining medication must be picked up by the parent within one week after discontinuation or it will be disposed of by the school nurse.
11. No person who has been authorized by the Board to administer a drug and has a copy of the most recent statement which was given to him/her prior to administering the drug will be liable for administering or failing to administer the drug, unless such person acts in a manner which constitutes gross negligence or wanton or reckless misconduct.

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