

## ADMINISTERING MEDICINES TO STUDENTS

### **Authorization For the Administration/Self Administration of Medication and Emergency Medical Assistance**

School employees shall not administer to a student or permit a student to self-administer prescription or over-the-counter medication in non-emergency situations unless a completed School Medication/Self-Administration form (7:270-F2) is obtained. The consent must include written authorization from the pupil's physician, physician assistant, or advanced practice nurse indicating the name and purpose of the medication, the prescribed dosage, and the time(s) or circumstances under which the medication is to be administered. Additionally, the parent(s) and/or guardian(s) must provide a written authorization and waiver of liability. The School Medication/Self-Administration form (7:270-F2) must be reviewed each school year.

Emergency medical assistance shall be provided, during school hours or at school-sponsored activities, to all students whose parents have executed authorization (7:270-F1) for the provision of such assistance.

Medication Administration Consent forms and Parental Consent for Emergency Medical Treatment forms shall be placed in the student's temporary record.

Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering medication.

### **Self-Administration of Medication**

A student may possess and self-administer an epinephrine injector, e.g. EpiPen®, and/or asthma medication prescribed for use at the student's discretion, provided the student's parent/guardian has completed and signed the School Medication/Self-Administration Authorization (7:270-F2) providing authorization for the self-administration of the asthma medication or the epinephrine injector and waiver of liability. Parents and/or guardians must also provide written authorization from the pupil's physician, physician assistant, or advanced practice registered nurse indicating the name and purpose of the medication, the prescribed dosage, the time or times at which the medication is to be administered, and/or any special circumstances under which it is to be administered. The Superintendent or designee will ensure an Emergency Action Plan is developed for each self-administering student.

A student may self-administer medication required under a qualifying plan, provided the student's parent/guardian has completed and signed the School Medication/Self-Administration Authorization Form. A qualifying plan means: (1) an asthma action plan, (2) an Individualized Health Care Action Plan, (3) an Ill. Food Allergy Emergency Action Plan and Treatment Authorization Form, (4) a plan pursuant to /section 504 of the federal Rehabilitation Act of 1973, or (5) a plan pursuant to the federal Individuals with Disabilities Education Act.

The District shall incur no liability, except for willful and wanton conduct as a result of any injury arising from a student's self-administration of medication, including asthma medication or epinephrine injectors, or medication required under a qualifying plan. A student's parent/guardian must indemnify and hold harmless the District and its employees and agents, against any claims, except a claim

based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine injector, asthma medication. And/or a medication required under a qualifying plan.

**For a student with asthma:** The parent(s)/guardian(s) are responsible for sharing the student's asthma action plan. When the student is at school, the student's asthma will be managed according to an asthma action plan, if one exists, and not this Procedure. See 105 ILCS 5/22-30 (j-5), added by P.A. 99-843. Asthma emergencies shall be managed pursuant to the District's asthma emergency response protocol. 105 ILCS 5/22-30 (j-10).

For self-administration of asthma medications only, parents or guardians of the pupil may provide the prescription label, which must contain the name of the medication, the prescribed dosage, and the time or circumstances under which the medication is to be administered in lieu of the written physician authorization. The School Medication/Self-Administration Authorization (7:270-F2) must be renewed each school year.

District 89 will follow the ISBE Illinois Asthma Episode Emergency Response Protocol (October 2016). [http://www.isbe.net/spec-ed/pdfs/asthma\\_response\\_protocol.pdf](http://www.isbe.net/spec-ed/pdfs/asthma_response_protocol.pdf)

### **Emergency Medication and Medical Treatment**

1. All parents and/or guardians of students shall execute consent (7:270-F1) annually authorizing the provision of emergency assistance by School District Personnel or other health professionals for their child while their child is attending school, a school-sponsored activity, or while on school property.
2. Before a student may participate in any school sponsored extracurricular activity such as, but not limited to, interscholastic sports, outdoor education or any other excursion, the parent or guardian of the student shall execute consent (7:270-F1) authorizing School District Personnel to supervise or administer emergency medical treatment to the student.

Any life-threatening medical emergency involving a student requires an immediate, positive response that will provide appropriate care to meet the student's needs. The Board of Education expects all staff members to react in a manner that is commensurate with their level of training to deal with a particular medical situation.

School personnel shall render emergency medical assistance to any student whose parents have authorized such assistance when paramedical personnel or licensed physicians are not available or have not arrived and such assistance is necessary to protect the student's health, safety or welfare.

The response taken in a medical emergency may vary with one's level of training, but must minimally provide the student with emergency assistance. The response taken may be in the form of providing appropriate first aid, administering a specific medicine to alleviate the observed symptoms, securing immediate help from the school nurse and/or administrative personnel, or to call 911 or another appropriate number to obtain assistance from paramedics. The student's parent or guardian shall be contacted as soon as possible after the situation giving rise to the need for emergency medical assistance.

All parents and/or guardians of students shall indemnify and hold harmless the members of its Board of Education, its employees and agents, either jointly or severally, from and against any and all

liability, claims demands, damages, or causes of action or injuries, costs, and expenses, including attorneys' fees, resulting from or arising out of the provision of or arrangement for emergency medical treatment including administering medication.

### **Administration of Medication**

When the appropriate forms are signed and returned to the school the child attends, medication shall be administered to students in the following manner:

1. Prescription medications shall be brought to school in the original container. The prescription container must display:
  - a. the student's name;
  - b. prescription number;
  - c. medication name, dosage, route of administration and other required directions;
  - d. licensed prescriber's name;
  - e. date and refill instructions;
  - f. pharmacy name, address, and phone number; and
  - g. name or initials of pharmacist.
2. Over-the-counter medications shall be brought to school by the parent or guardian in their unopened original container with the seal unbroken and the student's name affixed to the container.
3. All medications shall be stored in a separate locked or secure area. Medications requiring refrigeration shall be refrigerated in a secure area.
4. The principal shall designate the employee or employees authorized to dispense the medication including employees who are required to administer medication in an emergency situation. Teachers or other non-administrative school employees, except school nurses, who may be certified or non-certified registered professional nurses, shall not be required to administer medication to students. However, such employees may be so designated if they agree or volunteer to administer the medication.
5. Each dose of medication shall be documented in the student's health records. Documentation shall include date, time, dosage, route and either the signature or initials of the person administering or supervising the administration of the medication. In the event the medication is not administered as ordered, the reasons therefore shall be entered in the record.
6. When requested by the student's physician, the medication's effectiveness and side effects shall be assessed and documented.

### **Discretionary Administration of Medication**

If a parent consents to the administration of medication on a discretionary basis (7:270-F2), the school nurse shall provide the necessary information and instructions for the administration of the medication, including detailing any side effects to the designated personnel. The administration of medication on a discretionary basis shall be done only by a school nurse, who may be a certificated

or a non-certificated registered professional nurse. A reasonable attempt must be made to notify the parent or guardian that discretionary medication has been provided as directed in (7:270-F2).

### **Compliance with Rules**

Students shall not allow other students to carry, possess or use their prescription or non-prescription medication, and violation of this rule may result in discipline. The school District shall not be held liable for the misuse of self-administered, student carry medication such as asthma medication or EpiPen® auto injector.

The School District shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or epinephrine auto-injector or the storage of any medication by school personnel. A student's parent/guardian must indemnify and hold harmless the members of its Board of Education, its employees and agents, either jointly or severally, from and against any and all liability, claims demands, damages, or causes of action or injuries, costs, and expenses, including attorneys' fees, arising out of a student's self-administration of an epinephrine auto-injector and/or medication, or the storage of any medication by school personnel.

### **Transportation of Medication to and From School**


Parents and/or guardians are the only individuals permitted to carry a student's medication to and from school, with the exception of those students who have provided the school with a copy of signed consent for their child's self-administration of asthma medication or epinephrine auto-injector as provided in (7:270-F2).

### **Disposal of Medication**

The parent(s) or guardian of a student will be responsible at the end of the treatment regime for removing from the school any unused medication that was prescribed for their child. If the parent(s) or guardian(s) does not pick up the medication by the end of the school year, the school nurse will dispose of the medication and document that the medication was discarded. Medications will be discarded in the presence of a witness.

CROSS REF: Policy 7:270; 7:270-F1 and F2

LEGAL REF: 20 U.S.C. 1400 *et. seq.*; 29 U.S.C. 794; 105 ILCS 5/10-20.14b; 5/10-22.21b; 5/10-22.23; 5/24-24; *Nursing and Advanced Practice Nursing Act*, 225 ILCS 65/5-1 *et seq.*

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