

MEDICATION, DISPENSING

I. Medication Dispensed/Administered by School Personnel

Only medication that has been prescribed for a student by a licensed Health Care Provider will be administered by school personnel, including both prescription and non-prescription medications.

- A. All medication administered by school personnel requires a completed Authorization for the Administration of Medication form. (“Medication Authorization”) The Medication Authorization must accompany the medication and be signed by the parent/guardian and a licensed physician/prescriber, and accompany the medication. All medication must be brought to the school by an adult. Medication will not be given to a student for transport to or from school.
- B. Prescription medication shall be administered pursuant to the directions for the administration of medication listed on the Medication Authorization form signed by a licensed physician/prescriber. In the event that medication is needed prior to the school receiving a Medication Authorization form signed by a licensed physician/prescriber, school personnel may administer the medication pursuant to the directions for the administration of the medicine listed on the prescription container with a label as defined herein.
- C. Prescription medication must be in a prescription container, with the pharmacy label that states: student name, licensed physician/prescriber name, medication, current expiration date, date filled, dosage and instructions for administration. Any non-prescription/over-the-counter medication (e.g., cough syrup, ibuprofen, etc.) must be in the original, unopened container. All sample medication, will require a signed statement from the licensed physician/prescriber stating the name of the medication, dosage, and instructions for administration.

Exception: Oklahoma law allows “Medical personnel at schools” to have the authority to administer, without prescription, opiate antagonists when encountering a student or other individual exhibiting signs of an opiate overdose. Medical personnel at schools is defined as “a certified school nurse or any other nurse employed by or under contract with a school, any licensed practitioner of the healing arts, or any person designated by the school administration to administer an opiate antagonist in the event of a suspected overdose.” Oklahoma law also states that any medical personnel at schools who administer an opiate antagonist in a manner consistent with addressing opiate overdose shall be provided immunity from civil liability and covered under the "Good Samaritan Act.”

- C. Authorization for the Administration of Medication form is available in school offices and on the District website.
- D. The written authorization for all medications is effective for the current school year and must be renewed each school year.

- E. Substances not approved by the FDA will not be stored nor administered by school personnel.
- G. Emergency Action Plans will not be considered a replacement for an Authorization for the Administration of Medication and any instructions on these plans will be overridden by differing instructions on (an) available Medication Authorization(s) and/or pharmacy label(s).

II. Medication check-in and storage procedures:

- A. Medication check-in will consist of:
 - 1. Medication, authorization form, and administration log will be packaged according to individual school procedures.
 - 2. Confirming the authorization form is complete by verifying the following: name of the student, name of the medication, dosage, time to be given and route of administration.
 - 3. Confirming the medication pharmacy label matches the completed Authorization for Administration of Medication form provided by the parent/guardian.
 - 4. Complete the student and medication information on the Administration of Medication log.
- B. Medication will be stored in a locked drawer or cabinet in an area not readily accessible to students. A witnessed count of all controlled substances will be completed and recorded by two district employees, one of whom has received district-approved medication administration training upon receipt of medicine and weekly thereafter.

III. Self-Administered Medication

A student may carry at all times and self-administer labeled, prescribed medication if a diagnosis of asthma, anaphylaxis, cystic fibrosis or diabetes has been made by a treating licensed physician and the necessary provisions as required by law have been completed.

Pursuant to Oklahoma law the parent/guardian shall:

- A. Provide the school with a written and signed statement, Authorization for the Administration of Medication form, including the segment concerning self-administration of asthma, anaphylaxis, replacement pancreatic enzyme, and diabetes medication, acknowledging the District shall not incur any liability as a result of any injury from the self-administration of asthma, anaphylaxis, replacement pancreatic enzyme, or diabetes medication by a student.
- B. Provide the school with a written and signed statement, Authorization for the Administration of Medication form including the segment concerning self-administration of asthma,

anaphylaxis, replacement pancreatic enzyme, and diabetes medication, from the student's treating licensed physician/prescriber containing the following information:

1. The student has been diagnosed with asthma, anaphylaxis, cystic fibrosis or diabetes;
 2. The student is capable of and has been instructed in the proper method of self-administration of the student's asthma, anaphylaxis, replacement pancreatic enzyme, or diabetes medication;
 3. The name and purpose of the asthma, anaphylaxis, replacement pancreatic enzyme, or diabetes medication;
 4. The prescribed dosage;
 5. The time or times at which and special circumstances, if any, under which the asthma, anaphylaxis, replacement pancreatic enzyme, or diabetes medication is to be administered.
- C. Provide the school with an emergency supply of the student's asthma, anaphylaxis, replacement pancreatic enzyme, or diabetes medication to be administered pursuant to Oklahoma law by a school nurse or other authorized personnel.
- D. Provide asthma, anaphylaxis, replacement pancreatic enzyme, or diabetes medication to be carried by the student which is appropriately labeled with a prescription label reflecting the following:
1. Student name
 2. Prescription number
 3. Asthma, anaphylaxis, replacement pancreatic enzyme, or diabetes medication name and dosage
 4. Method of administration
 5. Date of prescription and refill
 6. Licensed prescriber's name
 7. Pharmacy name, address and telephone number
 8. Name of pharmacist

The completed Authorization for the Administration of Medication form, including the segment concerning self-administration of asthma, anaphylaxis, replacement pancreatic enzyme, and diabetes medication, shall be kept on file in the office at the school site where the student is enrolled. This authorization shall be effective only for the school year in which it is submitted by the student's parent or guardian. The parent or guardian shall be responsible for submitting a new authorization for each school year.

For purposes of this policy, "asthma medication" shall mean a metered-dose inhaler or dry powder inhaler to alleviate asthmatic symptoms, prescribed by a licensed physician and having an individual label or an anaphylaxis medication used to treat anaphylaxis including but not limited to Epinephrine injectors, prescribed by a licensed physician and having an individual label or replacement pancreatic enzymes prescribed by a physician and having an individual label. "Self-administration" shall mean a student's use of medication pursuant to a prescription or written direction from a licensed physician/prescriber.

For purposes of this policy, in accordance with the diabetes medical management plan of a student, a school shall permit the student to attend to the management and care of their diabetes, which may include:

1. Performing blood glucose level checks
2. Administering insulin through the insulin delivery system the student uses
3. Treating hypoglycemia and hyperglycemia
4. Possessing on the person of the student at any time any supplies or equipment necessary to monitor and care for the diabetes of the student
5. Attending to the management and care of the diabetes of the student in the classroom, in any area of the school or school grounds, or at any school-related activity.

Students shall be permitted to possess and self-apply sunscreen that is regulated by the Food and Drug Administration without the written authorization of a parent, legal guardian, or physician. Students applying sunscreen are prohibited from applying sunscreen during instructional time. Aerosol spray must be applied outside of school buildings and away from other students. Students shall not be allowed to apply sunscreen to other students. Students who do not conform to these rules will be subject to being disciplined in accordance with school discipline policies.

IV. Other Provisions

Parents, guardians, and other persons having legal custody are informed that neither the district nor any school employee is liable for the self-administration of medication by the student. Further absent gross, willful, or wanton negligence, a school nurse, county nurse, administrator, or the designated school employees shall not be liable to the student or a parent or guardian of the student for civil damages for any personal injuries to the student which result from acts or omissions of the school or county nurse, administrator or designated school employees in administering any medicine pursuant to the provisions of Oklahoma law.