

MESA UNIFIED SCHOOL DISTRICT	TOPIC: Student Medications, Dietary Supplements, and Medical Monitoring Devices
GOVERNING BOARD POLICY	DISTRICT CODE: JHCD

**STUDENT MEDICATIONS, DIETARY SUPPLEMENTS AND MEDICAL MONITORING DEVICES**

The use of student medications and dietary supplements will be regulated to promote a safe and drug-free educational environment while providing for the medical and dietary needs of students. The Superintendent is authorized to adopt regulations regarding student medications, dietary supplements and medical monitoring devices in the school setting.

Employees of the district, including teachers, counselors/student advisors, and psychologists, will not attempt to encourage or persuade a parent/legal guardian to give his or her child medication or a dietary supplement designed to modify the child's behavior or mood. If questioned about the benefit or suitability of such medications for a student, the district employee should recommend that the parent/legal guardian consult a medical doctor or other professional health care provider.

For the purpose of this policy and implementing regulation,

- “Medication” means prescription or over-the-counter medication.
- “Prescription medication” means a drug that is dispensed pursuant to a physician’s order.
- “Over-the-counter medication” means a non-narcotic drug that may be sold without a prescription and is prepackaged and labeled for use by a consumer in accordance with the requirements of state and federal law.
- “Dietary supplement” means any of the following substances when contained in the form of a pill or powder: a vitamin; a mineral; an herb or other botanical; an amino acid; a dietary substance used to increase or decrease body weight, muscle mass or metabolism; or any concentrate, metabolite, extract or combination of the foregoing ingredients.
- “Medical Monitoring Device” means any device used to monitor blood glucose, oxygen saturation, heart rate or other physiological functions.

Adopted: February 10, 1987

Revised: June 9, 1994  
 April 23, 2002  
 January 24, 2006  
 September 9, 2014

MESA UNIFIED SCHOOL DISTRICT	TOPIC: Student Medications, Dietary Supplements, and Medical Monitoring Devices
ADMINISTRATIVE REGULATION	DISTRICT CODE: JHCD-R

**STUDENT MEDICATIONS, DIETARY SUPPLEMENTS, AND MEDICAL MONITORING DEVICES**

**1. School Administration of Medication and Dietary Supplements**

The school will administer medication and dietary supplements only by personnel designated by the principal. Medication and dietary supplements will be stored and administered in the school health office unless authorized by the student's Individualized Health Care Plan [JHCD-R-F(2)].

School personnel will not honor independent requests from a parent to administer prescription medication other than as specified on the physician's order or prescription label, or over-the-counter medication other than as specified on the original container. Administration of medication by injection will occur only pursuant to an Individualized Health Care Plan developed by the student's parent, school nurse, and principal.

A parent may administer medication or dietary supplements to his/her child at school provided prior arrangements have been made with the school nurse, health assistant, or principal.

**2. Authorization for Administration of Medication By School**

If a student requests minor pain relief, the school's nurse or health assistant may administer acetaminophen (e.g., Tylenol) to an elementary school student and acetaminophen or ibuprofen (e.g. Advil, Motrin) to a secondary school student if, on the student's annual registration form, the student's parent has authorized the school to administer such medication. The decision whether to administer such medication or whether to pursue non-medicinal remedies — such as hydration, snack, or rest — is within the discretion of the health office.

A Parent's Consent for Giving Medication at School form [JHCD-R-F(1)] must be completed by the student's parent before any other medication or dietary supplement is administered by school personnel. The following will apply to medication or dietary supplements administered by the school:

- A new consent form will be required at the beginning of each school year.
- Any change in medication, dosage, or directions will require the completion of a new consent form. If the change pertains to prescription medication, a new physician's order or prescription label must also be provided.
- All signatures by a parent must be handwritten and original. All physician signatures must be handwritten and either the original or a facsimile delivered to the school.
- Narcotic pain medication will not be given at school unless an Individual Health Care Plan is in place.

### **3. Student Self-Administration of Emergency Medication and Inhalers**

A student may carry and self-administer prescribed emergency medication or an inhaler if:

- The student's name is on the prescription label on the medication container or device, and
- The student's parent has provided written consent to the school nurse or health assistant, using a Release for Student to Carry Prescribed Inhaler or Emergency Medication form [JHCD-R-F(7)].

Students and their parents should meet with the school nurse to discuss the risks associated with allowing a student to carry emergency medication and inhalers, and the benefits of storing such items under the supervision of the school nurse or health assistant. By law, the district and its employees are not responsible for loss or misuse of medication by students at school, or by the good faith implementation of this policy. The school nurse, health assistant, or secretary must be notified as soon as possible following use of emergency medication if specified in the Individualized Health Care Plan.

### **4. Student Self-Administration of Diabetes Medication and Use of Medical Monitoring Devices**

A student may carry and administer diabetes medication and monitoring equipment if the student's parent submits annually to the school a diabetes medical management plan that:

- Authorizes the student to carry the medications, monitoring equipment, and nutritional items that are listed in the plan as medically appropriate for the student to self-administer and that have been prescribed or authorized for the student.
- Acknowledges that the student is capable of self-monitoring blood glucose and self-administering all medications, equipment, and nutritional items listed in the plan.
- Is signed by a licensed medical doctor, physician assistant, nurse practitioner, or other health professional licensed pursuant to A.R.S. Title 32, Chapter 13, 14, 17, or 25.

Students and their parents should meet with the school nurse to discuss the risks associated with allowing a student to carry diabetes medication and equipment, the benefits of storing such items under the supervision of the school nurse or health assistant, and proper procedures for disposal of used medications and equipment. By law, the district and its employees are not responsible for loss or misuse of medication or equipment by students at school, or by the good faith implementation of this policy.

### **5. Student Self-Administration of Other Medication and Dietary Supplements**

Except as provided in Sections 3 and 4 above, students will not carry or self-administer medication, dietary supplements, or medical monitoring devices under any other circumstances unless an Individualized Health Care Plan [JHCD-R-F(2)] has been developed and a Consent for Student Self-administration of Medication or Dietary Supplement at School [JHCD-R-F(3)] has been signed by the student's physician, parent, school nurse, and principal.

**6. Student Misuse of Medication, Dietary Supplements, Inhaler, or Medical Monitoring Device**

A student who is authorized to carry and self-administer a medication, inhaler, dietary supplement, or medical monitoring device must not distribute the substance or misuse the device while on school property or traveling between school and home. After receiving notice and an informal hearing, a student who is found to have violated this regulation will be subject to disciplinary action, including loss of the privilege of self-administering medication or equipment.

**7. Delivery and Storage of Medication**

All prescription medication to be administered by the school must be received, counted, and stored in the original container. The parent is responsible for delivery of medication to the school health office. Prescription medication must be delivered to school in the current original container with an unaltered prescription label attached. The medication count must be recorded on the Student Medication Record. School bus drivers are prohibited from assuming responsibility for transporting student medication to the school.

All over-the-counter medications, dietary supplements, and sample medications to be administered at school must be in the original container and clearly labeled with the following information:

- Student's name
- Name of medication
- Directions concerning dosage
- Time of day to be taken

Medication must be stored in a secure fashion under lock and key in a location designated by the principal. Medication that requires refrigeration must be stored in a refrigerator located in a room that is routinely locked when school personnel are not on duty.

**8. Documentation of Medication Administration**

Each school must maintain a current record of all medication administered by school personnel by completing the appropriate medication log.

**9. Medication Incidents/Errors**

Any failure to administer medication as prescribed is considered an incident/error. This includes failure to administer the prescribed medication to the correct student, at the correct time, in the correct dose, or through the correct route. Incidents/errors must be reported promptly to the parent and principal for appropriate action. Noncompliance by a student will be addressed by the school nurse or health assistant and reported to the parent as needed.

A written Medication Incident Report [JHCD-R-F(4)] must be completed for each medication incident/error. Copies must be forwarded to the Director of Health Services.

## 10. Field Trips

Students will receive medication on field trips unless otherwise instructed by the parent prior to the field trip.

Medication must be kept in the possession of or under the control of the certified employee or principal designee administering the medication. Medication taken on a field trip must be returned to the school nurse or health assistant. For extended field trips, a Student Overnight Travel Emergency and Medication form [JHCD-R-F(6)] will be required for medication to be administered outside the normal school day.

## 11. Disposal of Medication

The parent will be notified in writing when unused/discontinued medication is left at school. If not picked up within five days of notification, the medication will be destroyed.

## 12. Definitions

For the purpose of this regulation:

"Medication" means any prescription medication or over-the-counter medication.

"Prescription medication" means any drug that is dispensed for use by a named student pursuant to a physician's order.

"Over-the-counter medication" means any non-narcotic drug that may be sold without a prescription and is prepackaged and labeled for use by a consumer in accordance with the requirements of state and federal law.

"Dietary supplement" means any of the following substances when contained in the form of a pill or powder: a vitamin; a mineral; an herb or other botanical; an amino acid; a dietary substance used to increase or decrease body weight, muscle mass or metabolism; or any concentrate, metabolite, extract, or combination of the foregoing ingredients.

"Medical monitoring device" means any device used to monitor blood glucose, oxygen saturation, heart rate or other physiological function.

Adopted: February 10, 1987

JHCD-R – Cont'd.

Revised:     June 9, 1994  
              June 24, 1999  
              July 31, 2002  
              December 11, 2002  
              April 28, 2004  
              September 21, 2005  
              January 24, 2006  
              November 20, 2008  
              August 27, 2009  
              December 20, 2013

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Michael B. Cowan  
Superintendent

LEGAL REF.:   A.R.S. §15-341  
                  15-344

FORMS:        JHCD-R-F(1) – Parent's Consent for Giving Medication at School  
              JHCD-R-F(2) – Individualized Health Care Plan  
              JHCD-R-F(3) – Consent for Student Self-Administration of Medication or Dietary  
                              Supplement at School  
              JHCD-R-F(4) – Medication Incident Report  
              JHCD-R-F(6) – Student Overnight Travel Emergency and Medication Form  
              JHCD-R-F(7) – Release for Student to Carry Prescribed Inhaler or  
                              Emergency Medication