



Book	Governing Board Policies
Section	Section J – Students
Title	Student Medications, Dietary Supplements, and Medical Monitoring Devices
Code	JHCD-R
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### 1. School Administration of Medication and Dietary Supplements

The school will administer medication and dietary supplements only by personnel designated by the principal or the District Director of Health Services. 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 health care provider'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 the student's Individualized Health Care Plan or a medical emergency that requires administration of emergency medication to a student who is unable to self-administer the emergency medication.

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 Non-Emergency 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 completed Consent for School to Administer Medication or Dietary Supplement to Student and Authorization for Release of Health Information [form JHCD-R-F(1)] must be signed by the student's parent and health care provider before any other non-emergency medication or dietary supplement is administered by school personnel. The following will apply to such 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 health care provider's order or prescription label must also be provided.
- All signatures by a parent must be handwritten and original. All health care provider 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 health care provider, parent, school nurse, and principal.

#### **6. School Administration of Emergency Medication**

A school will respond to a student who may be experiencing anaphylactic shock, respiratory distress, or an opioid-related overdose by providing emergency care according to the District's procedures for a serious accident or illness of a student.

A school nurse, health assistant, or other trained staff member may administer:

- Epinephrine to a student who shows symptoms of anaphylactic shock.
- Albuterol or other short-acting bronchodilator to a student who shows symptoms of respiratory distress.
- Naloxone to a student who shows symptoms of an opioid-related overdose.

Emergency medication will be administered according to its standing order.

A school will accept for storage in its health office a prescribed dose of epinephrine and/or albuterol, together with its standing order, if provided for in a student's Individualized Health Care Plan or directed by the Superintendent. If procured by the District, each designated school will store in its health office a dose of naloxone, together with its standing order.

#### **7. 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.

## 8. 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.

## 9. Documentation of Medication Administration

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

## 10. 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.

## 11. 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.

## 12. 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.

## 13. 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 health care provider'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.

"Health care provider" means a licensed doctor of medicine or osteopathic medicine, nurse practitioner, physician assistant, or pharmacist.

Legal	A.R.S. § 15-341 A.R.S. § 15-344 A.R.S. § 36-2266
Cross References	FORMS: JHCD-R-F(1) - Consent for School to Administer Medication or Dietary Supplement to Student and Authorization for Release of Health Information 95-76-01 W FORMS: JHCD-R-F(2) - Individualized Health Care Plan FORMS: JHCD-R-F(3) - Consent for Student Self-Administration of Medication or Dietary Supplement at School FORMS: JHCD-R-F(4) - Medication Incident Report FORMS: JHCD-R-F(6) - Student Overnight Travel Emergency and Medication Form FORMS: JHCD-R-F(7) - Release for Student to Carry Prescribed Inhaler or Emergency Medication JHF-R - Student Safety and Health