

## **Administering Medicine to Students**

All medications will be administered by the School Nurse/RN or a non-licensed staff member who has been designated by an LCSD #2 administrator or department coordinator and has received training by the School Nurse/RN.

- I. Prescriptions
  - A. No medication will be given to students by school personnel without a signed parent/guardian permission form which includes the following:
    1. Name of medication
    2. Amount to be given
    3. Date(s) and time(s) to be given
  - B. Prescribed medication is brought to school and kept in the container provided and labeled by the dispensing pharmacist.
  - C. The school personnel administering the medication shall sign or initial the "Medication Administration" form with the date and time the medication was administered which will signify that the medicine was given as directed by parent/physician.
  
- II. Non-Prescription or Over-the-Counter Medications
  - A. These medications shall be brought to the office along with a signed Parent/guardian permission form which includes the following:
    1. Name of the medication
    2. Amount to be given
    3. Date(s) and time(s) to be given
  - B. Medications brought to school shall be in their original containers.
  - C. Acetaminophen and/or Ibuprofen may be given at school by school personnel only if a signed Parent/guardian permission form is in the Health Record/Student Profile or Parent/guardian permission is verified by phone.
  - D. The school personnel administering the medication shall sign or initial the "Medication Administration" form or "Medical Log" with the date and time of administration which will signify that the medicine was given.
  
- III. Other
  - A. Topical Medications

A limited supply of the following will be available for symptomatic use: Lip balm, antibiotic ointment, benzocaine gel, diphenhydramine spray/cream, antiseptic solutions, antifungal cream, soothing eye drops, saline eye drops, and contact solution.
  - B. Cough Drops

A limited supply will be available for symptomatic use.
  - C. Epigastric Medications

Antacids and mints will be available in limited supply for symptomatic use.

D. Injectable Medications

- a. Insulin can be administered to a student by the School Nurse/RN or a specially trained staff member per physician protocol. A signed agreement by Parent/guardian will be kept on file that acknowledges that unlicensed staff members may be administering this medication.
- b. Allergy injections can be administered by the School Nurse/RN per physician's protocol. An Epi-pen will be available for use in case of severe allergic reaction.

IV. Field/Sport Trips

In-school Medication Policies and Procedures will be followed on Field/Sports Trips

Pursuant to WS S21-4-310, a student may possess and self-administer medication required for potentially life threatening conditions such as diabetes, seizure disorder, severe allergic reaction, asthma attack within a school of the District if a written statement is submitted to the District containing all of the following:

- A. Parental verification that the student is responsible for and capable of self-administration of medication required for a potentially life threatening condition.
- B. Health Care Provider identification of the prescribed or authorized medication required for the potentially life threatening condition and verification of the appropriateness of the student's possession and self-administration of the medication.
- C. The written verification required by this policy may be provided on the forms provided by the State Department of Education and shall require the signatures of the Parent/guardian of the student and the student's physician or physician's representative.

Student use of the emergency medication must be reported immediately to school personnel. 911 must be activated if the following have been administered: Epi-pen or Glucagon