

 <b>Tucson, Arizona</b>  <b>POLICY REGULATION</b>	REGULATION TITLE: Administering Medicine to Students
	CODE:JLCD-R

Medication administration at school is a delegated request from parents. Anytime a new medication is given to a student, the school nurse or the triage nurse must be consulted and approve the giving of the medication. The principal or designee may designate staff to give medication following an orientation to the rules and guidelines for administering medication at school by the School Nurse. With the exception of the self administration of specific medications identified below, all medications must be administered by designated school personnel.

### **Prescription medications**

- Board of Pharmacy approved prescription medication may be administered pursuant to the student’s personal physician’s orders or approved pursuant to the standing orders from the TUSD Medical Consultant.
- The parent is requested to bring the medication to the Health Office to ensure safe delivery.
- Each medication brought to school requires a pharmacy labeled container.
- A TUSD medication permit will be completed by the parent or guardian. Exhibit JLCD-E.
- The person administering the medication will document the time given and their initials on the TUSD Student Medication Record.
- Medications will be kept in a locked cabinet.

### **Over the counter medications**

- A physician may prescribe an over the counter medication
- Over the counter medication may also be given pursuant to grade specific Standing Orders issued by the TUSD Medical Consultant. If possible, verbal/written (written preferred) authorization by the parent or guardian should be obtained before administration. School Nurse needs to be consulted before administration.
- Over the counter medication must be in the original container.
- The following medications may be administered for symptomatic management of intermittent minor illnesses without a physician’s prescription for a duration of three (3) days provided the school nurse is consulted regarding advisability of giving the medication and a TUSD Medication Permit is signed by the parent or guardian.
  - an analgesic,
  - a decongestant/cough medication,

- an antihistamine including eye drops.
- Administration of all medication will be documented on the TUSD Student Medication Record

### **Self administration of rescue and emergency medications**

Prescription medications which have been identified by state law as being approved for self administration may be self administered by the student following receipt of written parent permission. Students whose parents have approved self administration of prescription medication allowed by state law will consult health services to verify expectation regarding the use of the medication and will have a written emergency action plan on file. The following prescriptions for self administration are presently allowed by State law.

- Inhaler devices
- Auto injectable epinephrine (adrenalin)
- Insulin

### **Narcotic prescriptions**

TUSD Health Services discourages the acceptance/administration of narcotic medications at school as they cause extreme drowsiness and may decrease one's ability to focus and learn. They are also controlled substances and call for heightened security. The TUSD Medical Consultant and Director of Health Services require a set of guidelines to be followed as outlined in the Health Services Manual.

### **Field Trips (*Not Interscholastic*)**

Prescription medications must be in a pharmacy container labeled with student's name, date, medication, dose, time to be taken.

- Day Trips
  - On day trips medication may be administered by a principal's designee (certified district employee).
  - Parents must supply an extra prescription container to send on the field trip. If an extra prescription bottle is not provided health office staff will send the school container, with its entire contents, unless other arrangements are made.
- Overnight Trips
  - On extended trips medication may be administered by a principals' designee (certified district employee). The parent must complete the Overnight Travel Emergency & Medication Form (HEA 2108).
  - The parent must give the medication directly to the principal's designee (certified district employee) in charge of the trip and perform any necessary teaching in regards to giving the medication and/or specific healthcare needs.

- The medication must be kept in possession of or under control of the principal's designee (certified district employee).
  - Exceptions:
    - Emergency medications allowed to be carried by the student per state law.
    - Birth Control and over-the-counter medication may be carried by the student with a note from the parent directing the use and possession of the medication.

Adopted: April 21, 2006 (Friday Report)

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Revised:

**Legal Ref: A.R.S. 15-344**

**32-1901** Definitions. (Nonprescription drug or over the counter drug)

**Cross Ref:**