

East Allen County Schools  
**HEALTH SERVICES**  
Medication Policy

The purpose of administering medication at school is to help the student maintain an optimal state of health to enhance his/her educational plans. Medication (prescription, non prescription or over-the-counter, and/or herbal, vitamin, essential oils, dietary supplements, low THC hemp extract, CBD oil) required by the student should be administered by a parent/legal guardian at home. The parent/legal guardian should use every effort to have medication times set for time periods other than school hours. Medications given during school hours should be only those necessary to provide the student access to his/her educational program.

When this is not possible, school personnel may assist in the administration of medication during school hours, subject to the following guidelines. The intent of the guidelines is to reduce the number of medications given at school, yet assume safe, effective administration of medications for those students who require them.

### **ADMINISTRATION OF MEDICATION**

Only licensed Registered Nurses (RN) or other school personnel, who have been trained by the RN to dispense medication, are authorized to administer medication to students.

### **MEDICATION**

- A **STUDENT MEDICATION PERMIT-AUTHORIZATION for ADMINISTRATION (Hs-5)** must be completed and signed by the parent/legal guardian before any medication is given. One authorization form (Hs-5) for each medication sent to school.
- Authorization forms (Hs-5) will be on file in the school clinic and will remain valid until the completion or expiration date of the medication or the end of the school year-whichever comes first.
- Only the amount of medication needed at school should be sent.
- The parent/legal guardian assumes responsibility for the safe transport and delivery of this medication to school.
- To protect students, school personnel will not administer medication until it has been verified and documented by the school nurse RN; or in a dosage that exceeds the recommended maximum.
- **Students are not to carry any type of medication**, (prescription, non prescription or over-the-counter, and/or herbal, vitamin, essential oils, dietary supplements, low THC hemp extract, CBD oil), with them or have medication in their lockers, book bags or purses without prior written permission of the school nurse RN. Medication brought to school should be taken to the clinic or main office upon arrival. Violation of this policy may result in disciplinary action.
- Expired medication will not be given.
- If medication administration guidelines are not met, and the parent/legal guardian wants their child to have the medication, the parent/legal guardian may come to school and administer the medication to their child in the office or clinic.

### **Prescription Medication (including Inhalers)**

- Must be in the **original pharmacy labeled box/container** with the student's name. The pharmacy label will serve as the written order of the health care provider.
- If the medication is a physician's SAMPLE, it must be accompanied by a written order from the health care provider.
- The school nurse RN may call the prescribing physician if there are questions regarding the dispensing of medication at school.
- It is the responsibility of the parent/guardian to notify the school in writing of any changes to the original prescription, and a new pharmacy labeled container must be submitted with any change.
- *If this is a NEW medication for the student, the initial dose must be given at home* in order to observe any untoward reactions.

### **Over-the-Counter (OTC) Medication - such as Tylenol and Advil**

- Must be sent from home. There is NO STOCK of OTC medications for student use in any EACS school clinic.
- Must be in the **original container** with small containers preferred, as storage space is limited.

- Will be administered within the dosage parameters and frequency recommended on the container.
- May be given by other school personnel only after appropriate assessment by the school nurse RN, to ensure safe and effective administration of OTC medications.
- **Sending Aspirin** to school is discouraged as it has been linked with Reye's syndrome. Though **aspirin** is approved for use in **children** older than age 2, **children** and teenagers recovering from chickenpox or flu-like symptoms should never take **aspirin**.

### **Herbal-Vitamin-Essential Oils-Dietary Supplements**

- EACS recognizes herbal-vitamin-essential oils-dietary supplements may be used for some medical conditions. However, as with prescription medication, if consumed incorrectly, they may be harmful. Therefore, school personnel will only administer herbal-vitamin-essential oils-dietary supplements if there is an **HERBAL-VITAMIN-ESSENTIAL OILS-DIETARY SUPPLEMENT PERMIT** (Hs-5a), signed by the student's licensed health care provider and parent/legal guardian, on file in the school clinic.
- EACS is not responsible for any adverse reactions of herbal-vitamin-essential oils-dietary supplements when given according to the licensed health care provider's written instructions.

### **Low THC Hemp Extract-CBD Oil**

- EACS recognizes low THC hemp extract-CBD oil may be used for some medical conditions. However, as with prescription medications, if consumed incorrectly, they may be harmful. Therefore, school personnel will only administer low THC hemp extract-CBD oil if there is an **LOW THC HEMP EXTRACT-CBD OIL PERMIT** (Hs-5c), signed by the student's licensed health care provider and parent/legal guardian, on file in the school clinic.
- EACS is not responsible for any adverse reactions of low THC hemp extract-CBD oil when given according to the licensed health care provider's written instructions.

### **Emergency Medications**

- Prescription medications for emergency situations (asthma, bee sting, diabetes, food allergy, etc.) must be in the original pharmacy labeled container and stored in the school clinic. Students may possess and self-administer emergency medication in the classroom and at other school functions only with written consent from the parent/legal guardian and health care provider; and with assessment and approval by the school nurse RN. The health care provider must state that the student has an acute or chronic disease or medical condition for which he/she has prescribed medication; the student has been instructed in how to self-administer the medication; and the nature of the disease or medical condition requires emergency administration of the medication. Parent/legal guardian and health care provider written authorization, **EACS Medication Self-Administration Consent Form** Hs-5b, must be filed annually with the student's school nurse RN.
- When necessary, appropriate staff members will be alerted to the potential emergency to ensure the student's safe and prompt treatment at school.
- The EACS Board and its employees and agents are to incur no liability, except for willful and wanton conduct, as a result of any injury arising from the self-administration of medication by the student outside the supervision of the school nurse RN.

### **MEDICATION CHECK-IN PROCEDURE**

- The school nurse RN will record the date medication is brought to school, ensure that the proper authorization is on file, and identify, count and record the amount of prescription medication.

### **SELF-ADMINISTRATION of MEDICATION**

- Students shall not self-administer any medication (prescription, non prescription or over-the-counter, and/or herbal, vitamin, dietary supplements) except when the health care provider, the school nurse RN, the parent/legal guardian and the student agree in writing that it is necessary and appropriate. Written authorization, **EACS Medication Self-Administration Consent Form** Hs-5b, must be filed annually with the student's school nurse RN.
- The student must demonstrate to the school nurse RN proper administration of the medication (such as an inhaler for asthma).
- The EACS Board and its employees and agents are to incur no liability, except for willful and wanton conduct, as a result of any injury arising from the self-administration of medication by the student outside the supervision of the school nurse RN.

### **STORAGE OF MEDICATION**

- All medication sent to school is kept in a clean, secure, locked cabinet in the clinic.

### **DOCUMENTATION**

- The school nurse RN will keep a separate **RECORD OF MEDICATION** (Hs-6) for each student. This record includes the student's name, grade and/or room number, medication, dosage, time to be given, with the legal signature, job title, and initial of staff designated to dispense medication.
- All such records will be deemed a permanent part of the student's records and shall be confidential, except as disclosed to other staff members on a need-to-know basis.

### **STUDENT RESPONSIBILITY**

- It shall be the student's responsibility to come to the clinic at the appropriate times for medication unless the health care provider indicates in writing or the school nurse RN after consultation with the building administrator, determines the student cannot do this.

### **MEDICATION – School Release**

- Sending medication home with students at any time during the school year requires written consent from the parent/legal guardian. Medication may also be picked-up by the parent or an individual who is at least eighteen (18) years of age and is designated in writing by the student's parent/legal guardian to receive the medication. At the end of the school year, all medication not picked-up or sent home as noted by the parent/legal guardian, is destroyed.