

PRESCRIPTION DRUG AND NONPRESCRIPTION DRUG PRODUCT ADMINISTRATION PROCEDURES

A. Prescription Drug and Nonprescription Drug Product Administration Authority/Responsibilities

1. Orally Ingested Prescription Drugs or Nonprescription Drug Products

- a. A prescription drug or nonprescription drug product that is orally ingested may be administered only by the building principal, school nurse, or by school personnel so designated, in writing, by the building principal. Those designated may include school nurses, secretaries, educational assistants, teachers, school volunteers, and health department nurses.
- b. A prescription drug or nonprescription drug product that is orally ingested may be administered by the building principal, a school nurse or by those designated in writing by the building principal only after the following consent requirements have been met:

- (1) Prescription Drugs - The prescribing practitioner must provide signed written instructions for the administration of the prescription drug. These instructions must include the following information: (a) name of drug and prescribed dosage, (b) frequency of administration, (c) the conditions and circumstances requiring the administration of the prescription drug if it is to be given on an "as needed" schedule; and (d) description of expected or predictable side effects. This information may be provided on the District prescription drug consent form.

Both the practitioner and the parent/guardian must sign any form or written communication authorizing the administration of a prescription drug.

- (2) Nonprescription Drug Product - The parent/guardian must provide signed written instructions for the administration of the drug. These instructions must include: (a) name of drug and prescribed dosage, (b) frequency of administration, and (c) the conditions and circumstances requiring the administration of the drug if it is to be given on an "as needed" schedule. This information may be provided on the District nonprescription drug product consent form. The parent/guardian must sign any form or written communication authorizing the administration of non-prescription drug product. A nonprescription drug product may be administered to a student in a dosage other than the recommended therapeutic dose only if the request to do so is accompanied by the written approval of the student's health care provider.

PRESCRIPTION DRUG AND NONPRESCRIPTION DRUG PRODUCT ADMINISTRATION
PROCEDURES

- c. High school students may assume the responsibility for taking a prescription drug or nonprescription drug product at school with the written approval of the parents/guardians, practitioner and building principal. In such cases, the prescription drug or nonprescription drug product will need to be kept in a secure location as designated by the building principal and conditions outlined in Sections B and C of this procedure will need to be followed.
 2. Non-Oral Prescription Drug or Nonprescription Drug Product
 - a. A prescription drug or nonprescription drug product that needs to be administered by means other than oral ingestion (i.e., syringe, inhalers, etc.) must be administered by the student, parent or guardian, or a school nurse if such administration is needed during the course of the school day either at school or at approved off-campus activities.
 - b. Pursuant to specific accommodations for students with disabilities or an accommodation plan under Section 504 of the Rehabilitation Act of 1973 (updated, the Americans with Disabilities Act Amendments Act of 2008), if the student, parent or guardian is unable to administer the prescription drug and nonprescription drug product, the building principal and school nurse will designate in writing appropriately trained school personnel to administer the necessary drug product.
 - c. If an emergency situation develops whereby the student, parent or guardian is unable to administer the prescription drug and nonprescription drug product as described in (2)(a) above, the school personnel who have been designated in writing by the building principal and school nurse and who have received appropriate training from the school nurse may administer the needed prescription drug and nonprescription drug product.
 - d. Both the practitioner and the parent or guardian must sign any form or written communication authorizing the administration of prescription drug or nonprescription drug products by any means other than oral ingestion.
- B. Safekeeping of Prescription Drug or Nonprescription Drug Products/Prescription Drug or Nonprescription Drug Product Administering Devices
 1. Only limited quantities of a prescription drug or nonprescription drug products (not greater than a month's supply) are to be kept at school.
 2. Any prescription drug or nonprescription drug products are to be kept in a secure location designated by the building principal.
 3. Prescription drug or nonprescription drug product storage locations must not be accessible to students or other unauthorized personnel.

PRESCRIPTION DRUG AND NONPRESCRIPTION DRUG PRODUCT ADMINISTRATION PROCEDURES

4. Only individuals designated to administer prescription drug or nonprescription drug products are to have access to the prescription drug or nonprescription drug product storage area.
 5. Unused prescription drug or nonprescription drug products shall not be returned to any student. It shall be the responsibility of the parent/guardian to pick up any unused prescription drug or nonprescription drug products. Once all prescription drug or nonprescription drug products have been administered in accordance with the instructions and consent forms, the appropriate school personnel shall contact the parent/guardian and provide the opportunity for them to pick up the prescription drug or nonprescription drug product by a specific date or the prescription drug or nonprescription drug product will be destroyed.
 6. Prescription drug or nonprescription drug product administering devices (i.e., diabetic supplies) must also be stored in a safe and secure location in the school setting as designated by the building principal.
- C. Prescription Drug or Nonprescription Drug Product Containers
1. Prescription drugs must be sent to school in the pharmacy-labeled container that contains the following information: (a) name of student, (b) name of drug and dosage, (c) frequency of administration, and (d) practitioner's name.
 2. Non-prescription drug products must be sent to school in the original manufacturer's package, and the package must list the ingredients and recommended therapeutic dosage in a legible format.
 3. Prescription drug and/or nonprescription drug product containers must also be accompanied by the appropriate drug product consent form signed by the practitioner and/or parent/guardian.
- D. Prescription Drug or Nonprescription Drug Product-Related Recordkeeping
1. Written records that are accurate and confidential shall be established and maintained for each student receiving a prescription drug or nonprescription drug product. The records shall be maintained in accordance with established student records maintenance procedures.
 2. Written records shall include the student's name, type of prescription drug or nonprescription drug product, dosage, frequency of administration, conditions and circumstances requiring the administration of the prescription drug or nonprescription drug product if it is to be given on an "as needed" schedule, practitioner's name and parent/guardian's name.

PRESCRIPTION DRUG AND NONPRESCRIPTION DRUG PRODUCT ADMINISTRATION
PROCEDURES

3. Written records of the administration of any prescription drug or nonprescription drug product shall be maintained by the building principal and/or his/her designee. This record shall include the student's name, type of prescription drug or nonprescription drug product, dosage, day and time administered, ~~and~~ the name of the person who administered the prescription drug or nonprescription drug product, and the date when and amount of prescription drug or nonprescription drug product received from the parent/guardian.
4. The building principal and/or his/her designee shall keep the written consent and administration log on file for one year.
5. A prescription drug or nonprescription drug product consent form shall be completed and signed by the practitioner and parent/guardian at the beginning of each school year for students on a continuing prescription drug or nonprescription drug product program, or whenever a change in the prescription drug or nonprescription drug product administration regimen occurs.

CROSS REF.: 347-Rule, Guidelines for the Maintenance and Confidentiality of Student Records

APPROVED: November 1, 1971

REVISED: March 9, 1993
February 11, 1997
June 24, 2002
December 20, 2010