

ADMINISTRATION OF MEDICATION

1.0 Role of School

The administration of medication to students is the primary responsibility of the parent, guardian or student. If a student is unable to take his or her own medication and such medication is required to be administered during school hours to facilitate the student's health and regular school attendance, an employee with appropriate training shall be designated to administer required medication. If a student is able to take his or her own medication, then designated personnel only will observe the procedure.

2.0 Physician's Order

No medication, either prescription or nonprescription medication, shall be administered at school except by written order and dosage instructions from the student's physician. If the administration of medication is scheduled for a period in excess of 21 days, Form ECMA-1 must be completed by the student's physician and filed with the school. The administration of nonprescription medications may be given for a period of up to three days with specific written instructions from the parents. No other medications will be administered without an order from a licensed healthcare provider with prescriptive privileges.

3.0 Prescription Medication Container

Prescription medication must be labeled clearly and accurately by a pharmacist or physician. Only one kind of medication may be included in a single bottle or container.

4.0 Non-Prescription Medication Container

Non-prescription medications must be delivered to school in the manufacturer's container, clearly labeled with the student's name.

5.0 Storage of Medication

All medication must be stored in a locked cabinet located in a suitable area designated by the principal. Any medication designated as Schedule II drugs must be double locked. Medications that are needed for immediate emergency use in a life threatening situation only may be carried on the student's person, if there is a physician's order explaining the necessity to have the medication available immediately, and an assessment by the school nurse verifies that this can be safely done.

6.0 Employee Training

Each school principal in conjunction with the School Nurse shall be responsible for arranging appropriate training for school personnel who are designated to administer medication to students.

7.0 Employee Responsibility

No employee may be required to administer medication to students, except those employees in the field of special education, whose employment commenced on or after July 1, 1989, and who receive appropriate training, as required by this policy, may be required to administer medication to students by the principal.

8.0 Medication Log

Any employee who is designated to administer medication to students or observe students' self-administering of medications must accurately complete a medication log.

9.0 Disciplinary Action

Any student who violates the provisions of this policy shall be subject to disciplinary action.

10.0 Review Schedule

This policy shall be reviewed in accordance with the policy review schedule published by the Superintendent.

AUTHORITY: West Virginia Code §18-5-22a; West Virginia Board of Education Policy 2422.8

ADOPTED: 05/27/14

REVISED: _____