

ADMINISTERING MEDICATION TO STUDENTS

It is the policy of Sweetwater County School District Number One, State of Wyoming (“the District”) that all student’s prescription medication be prescribed by a licensed healthcare professional authorized to write prescriptions (Wyoming Board of Pharmacy includes physicians, nurse practitioners, physician assistants and nurse midwives) and authorized by a legal parent or guardian. As a service to students who have a need for medication management during school hours to facilitate school attendance or benefit from the educational program, medication may be administered to students by school nurses or other designated school personnel when authorized in writing by the student’s licensed healthcare professional authorized to write prescriptions and legal parent or guardian as required under this policy. Over the counter (OTC) medication for grades seven through twelve (7-12) may be administered only after being authorized in writing by the student’s legal parent or guardian. The District retains the right of final determination of availability of these services and may discontinue these services at its discretion.

The District does not prescribe medication. Whenever possible, medications should be administered by the legal parent or guardian outside of school hours. If medication must be administered during school hours, it shall be stored in an area designated and secured by the District. The District assists students in taking prescribed or dispensed medications in accord with the licensed healthcare professional authorized to write prescriptions or legal parent’s written instructions. This includes PRN (pro re nata – as the situation demands) medications given as needed. In an effort to enhance student learning, increase student attendance, and reduce early dismissals, over the counter (OTC) medication may be administered to alleviate minor health complaints in grades seven through twelve (7-12). The District may administer over the counter (OTC) products Diphenhydramine for minor allergic reaction; Acetaminophen for fever; Ibuprofen for minor headaches, abdominal cramps, and pain; Tums for upset stomach; cough drops for colds and sore throat; Hydrocortisone cream for rash or itching only after being authorized in writing by the student’s legal parent or guardian as required under this policy.

Medication may be administered to students by school nurses or other designated school personnel under the following conditions:

1. An Authorization for Administration of Medication, designation of friends, pursuant to the Wyoming Nursing Practice Act, and release of liability shall be completed by the legal parent with legal custody or by the court-appointed guardian of a student.
2. The Authorization for Administration of Medication shall be additionally signed by the student’s licensed healthcare professional authorized to write prescriptions when prescription medication is prescribed or dispensed.
3. For long-term medication therapy, the Authorization for Administration of Medication shall be reviewed and signed at least annually.
4. It is the responsibility of the legal parent or guardian to notify school nurses or other designated school personnel of any change in medication or dosage and provide written instructions from the prescribing licensed healthcare professional authorized to write prescriptions for prescription medication regarding how medication is to be administered.
5. Information on medications administered under this policy, including side effects, shall be maintained with the Authorization for Administration of Medication.
6. Prescribed medications shall be delivered to school nurses or other designated school personnel in the properly labeled pharmaceutical container within which it was originally prescribed. No medication will be administered unless it is delivered in its original pharmaceutical container.

7. Temporary administration of newly prescribed medication may be verbally authorized by the licensed healthcare professional authorized to write prescriptions directly to the school nurse. Documentation of the licensed healthcare professional authorized to **write** prescriptions order will be dated and signed by the school nurse. The legal parent or guardian shall promptly obtain an Authorization for Administration of Medication to continue the administration of the medication.
8. For each student, a record will be maintained recording the medication administered, dosage, date and time of administration, and the name of the person administering the medication. Neither the District nor its school nurse or other designated school personnel shall be responsible for medications that are self-administered by a student or administered by a legal parent.
9. Whenever possible, medications should be administered by the legal parent or guardian outside of school hours. If medication must be administered during school hours, it shall be stored in an area designated and secured by the District. Prescribed inhalers are maintained with other medications unless the licensed healthcare professional authorized to write prescriptions and legal parent or guardian have authorized the student to carry the inhaler for self-administration.
10. Medication of a non-oral nature will be administered by a school nurse or the approved, appropriately instructed designee.
11. Emergency medications: Diastat, Epi-pen, Glucagon, and like or similar medications, will be administered according to District protocols.
12. Only oral medication may be administered by school personnel designated as friends by the legal parent or guardian.
13. A student who takes medication and participates in a school-sponsored activity, including field trips, must notify the sponsor, coach, or chaperone of the activity that the student requires medication. Notification may also be given by the student's legal parent or guardian. The student, legal parent, or guardian must provide any necessary medication to be administered during the activity. A properly executed Authorization for Administration of Medication must also be provided.
14. The District, upon a student's transfer to another school in the District, shall provide the Authorization for Administration of Medication and other cumulative health folder information to the school to which the student transferred. Records of medication administration shall be maintained at each school.
15. Incoming students transferring from another school district will be required to obtain a current Authorization for Administration of Medication from their physician within thirty days of enrollment in a District school. Temporary authorization shall be granted upon receipt of a properly executed authorization from the former school district.

Medication may be administered only upon proper authorization that includes the following information on required form JHCD-E, Authorization for Administration of Prescription Medication:

1. Name and Grade of Student;
2. Condition for which Medication is prescribed or dispensed;
3. Name of Medication;
4. Dosage of Medication;
5. Time(s) to be administered;
6. Proper storage or security information;
7. Specific precautions and actions to be taken;
8. Licensed healthcare professional signature and date;
9. Legal parent or guardian's signature and date; and,
10. Legal parent or guardian's contact information.

Legal References Rehabilitation Act of 1973, Section 504
Individuals with Disabilities Education Act
Wyo. Stat. § 33-21-120 Wyoming Nursing Practices Act
Wyo. Stat. § 33-21-154
Adopted: 10/22/73
Revised: 04/28/97 04/15/02 12/08/08 11/22/10