

ADMINISTRATIVE PROCEDURE

SAN DIEGO UNIFIED SCHOOL DISTRICT

NO: 6372

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CATEGORY: **Students, Welfare**

EFFECTIVE: **11-02-68**

SUBJECT: **Medication**

REVISED: **2-02-04**

A. PURPOSE AND SCOPE

1. To outline administrative procedures to be followed (a) in assisting a student who is required, during the regular school day, to take medication prescribed for him/her by an authorized health care provider, (b) in handling and storing such medication at school, and (c) in obtaining information from a parent regarding a student on continuing medication.
2. **Related Procedure:**
Injury/illness-staff, students, or visitors EP 07

B. LEGAL AND POLICY BASIS

1. **Reference:** Board Policy H-7600; Education Code Sections 44877, 49423, 49414.5, 49423.6, 49480. Section 504 of the Rehabilitation Act (29 USC section 794); Title 5 California Code of Regulations, section 600-611.
2. **Legal Provisions**
 - a. **Education Code Section 49423** provides that any student who is required to take, during the regular school day, medication prescribed for him/her by an authorized health care provider may be assisted by a school nurse or other designated school personnel, if the school district receives:
 - (1) A written statement from the authorized health care provider detailing the method, amount, and time schedules by which such medication is to be taken; and
 - (2) A written statement from the parent/guardian of the student indicating the desire that the school district assist the student in matters set forth by the authorized health care provider and relieving the district of any liability that might arise from such an arrangement. (See E.2.)
 - b. **Education Code Section 49480** requires that the parent/guardian of any public school student on a continuing medication regimen for a nonepisodic condition, inform the school nurse or other designated certificated school employee of the medication being taken, current dosage, method of administration, and name of the authorized health care provider. With the consent of the parent/guardian of the student, the school nurse may communicate with the physician and may counsel with school personnel regarding possible effects of the drug on the

child's physical, intellectual, and social behavior, as well as possible behavioral signs and symptoms of adverse side effects, omission, or overdose. The superintendent of each school district shall be responsible for informing parents/guardians of all students of requirements of this section.

C. GENERAL

1. **Originating Office.** Suggestions or questions concerning this procedure should be directed to the Nursing and Wellness Office, Student Services Division, Office of Instructional Support.
2. **Notice to Parents/Guardians Regarding Student Medications.** In addition to sending notices home with students, principals are encouraged to use other means of communication (e.g., PTA newsletters, school advisory council bulletins). Renotification should be done annually (perhaps as part of registration procedures).
3. **Definitions.** Per the above references:
 - a. **“Regular school day”** may include pupil instruction time, as well as participation in other activities under the auspices of the local education agency.
 - b. **“Medication”** may include not only prescriptions, but also substances not requiring a subscription, such as over-the-counter remedies, nutritional supplements, and herbal remedies.
 - c. **“School nurse”** means an individual employed by the school district who is a currently licensed registered nurse and is credentialed pursuant to Education Code Section 44877.
 - d. **“Other designated school personnel”** may include any individual employed by the school district who:
 - (1) Has consented to administer or otherwise assist the student in administering the medication.
 - (2) May legally administer the medication.
 - e. **“Authorized health care provider”** means an individual who is licensed by the State of California to prescribe medication.

3. **Limitations** (including storage and handling of medicines)

- a. **Injections** may not be given except under the following conditions (for emergency first aid, see Emergency Procedure EP 07):
- (1) Medication and equipment for administration must be furnished by a parent/guardian or authorized health care provider, and circumstances under which they are to be used must have been prescribed by the authorized health care provider.
 - (2) Only a licensed school nurse may administer nonemergency medication by injection, with the exception of students with a diagnosis of insulin-dependent diabetes who have provided physician documentation that said child is qualified and able to self-administer the medication.
 - (3) At the time of filing "Physician's Recommendations for Medication" form (E.2.), a parent/guardian may file a written alternate procedure to be followed in the event of an emergency in the absence of the nurse; otherwise, emergency procedures of the district will be used.
- b. **Storage of any prescribed medication** must be in a locked cabinet or equivalent.
- c. **School nurse approves or disapproves requests for medication at school.** The following criteria are considered:
- (1) Medication cannot be given other than during the school day.
 - (2) The student requires assistance in taking medication (e.g., preschool, handicapped, mentally retarded).
 - (3) Medication must be measured and/or prepared for the student with the exception of pre-measured asthma inhalers and insulin injections when the physician has provided documentation that said child is qualified and able to self-prepare the medication.
 - (4) Medication is required to enable the student to participate in the school program.
 - (5) Adequate storage and handling facilities are available. All medication should be kept in locked storage.

- (6) A completed authorization form has been filed with the school.
 - (7) Appropriate provision can be made to administer the medication on time within reasonable limits. Reasonable limits are within 30 minutes of the time specified.
 - (8) A medication log must be used for each medication.
- d.. **Medications will not be retained at school from year to year.** Medication requests must be renewed each school year. Parents/guardians will be requested to take unused medication home at the end of the school year. If parents/guardians fail to pick up unused medications, these medications will be discarded after parents/guardians are notified.
4. **“Medication”** may include not only a substance dispensed in the United States by prescription but also a substance that does not require a prescription, such as over-the-counter remedies, nutritional supplements, and herbal remedies. Nonprescription medicines may not be administered by school personnel unless ordered by a physician on a regular medication form.
 5. **Over-the-counter (OTC)** medications provided by the school may be administered by the certificated school nurse only, following the written protocol and standing district physician orders for OTC medications. Students receiving OTC medications must have a signed “Health Information Exchange Consent Form” on file.

D. IMPLEMENTATION

1. **Schools**
 - a. **Sends “Parent Notification, Health Education and Related Activities”** form (E.1.) by students to their parents/guardians (see C.2.).
 - b. **Sends “Health Information Exchange Consent Form”** (E.2.) to parents/guardians.
 - c. **Requests parent/guardian** to contact school nurse regarding student’s need for medication at school.
 - d. **Provides parent/guardian** with “Physician’s Recommendation for Medication” form; ensures completed form, signed by both authorized health care provider and parent/guardian, is returned to school.

- e. **Requests parent/guardian** to provide medication to school (usually in limited amounts) in containers clearly marked with the following:
 - (1) Name of student
 - (2) Name of prescribing physician
 - (3) Identification number and name of medication
 - (4) Pharmacy that dispensed medication
 - (5) Amount of medication to be taken at specified times and/or specific situations in which medication is to be taken

- 2. **School Nurse**
 - a. **Confers**, in person or by telephone, with parent/guardian and/or authorized health care provider regarding student's need for, and alternatives to, medication during the regular school day. Evaluates requests for medication at school based on criteria and limitations outlined in C.3.
 - b. **If required**, provides "Physician's Recommendation for Medication" form (E.2.) to parent/guardian or authorized health care provider; checks returned form for adequacy of information and completeness.
 - c. **Arranges** for appropriate storage facility for medications in a place not accessible to students.
 - d. **Assists** or observes student in taking medication:
 - (1) Administers medication by injection *only* under conditions stated in C.3.a.
 - (2) Counsels with school personnel regarding possible effect of drug on child's behavior, symptoms of side effects.
 - (2) Arranges for maintenance of medication log on all students receiving medication at school.
 - e. **Records** pertinent information on health record; files all physicians' recommendation forms in the student's cumulative record at the end of the school year involved.

- f. **Reports** any deviation from stated orders to parent, site administrator and authorized health care provider. Completes incident report and forwards to Nursing and Wellness Office.
 - g. **Collaborates** with parent/guardian of students who are authorized by their health care provider to self-administer medications (asthma inhalers, diabetic blood glucose monitoring, insulin, over-the-counter medications). Controlled substances may not be self-administered
 - (1) Ensure that a physician order for medication is on file indicating condition and that student is responsible and capable of self-monitoring and self-administration of medication.
 - (2) Provides adequate area of school or school grounds for safe blood glucose testing and self-care of diabetic student.
 - (3) Reviews policy for self-administration of medication with parent/guardian and student. Over-the-counter medication shared with other students will be confiscated and the privilege of self-administering rescinded.
 - h. **Provides emergency medical training** to school personnel to administer emergency medical assistance to students with diabetes suffering from severe hypoglycemia.
 - i. **Training** includes but is not limited to:
 - (1) Recognition and treatment of hypoglycemia
 - (2) Administration of glucagon if ordered
 - (3) Basic emergency follow-up procedure (911, parent, authorized health care provider)
 - (4) Notification of site administrator when glucagon is administered
 - j. **Parent/guardian** must provide all materials necessary to administer glucagon.
4. **Other Personnel.** Since in most schools school nurse is on duty only part of each week, principal may designate other persons to take responsibility in nurse's absence for duties he/she normally would perform, except administration of medications by injection, except in the case of emergencies under existing laws and district

procedures. (See Emergency Procedure EP 07 concerning emergency situations.) The school nurse will be responsible for training and monitoring the competency of unlicensed personnel to administer medications.

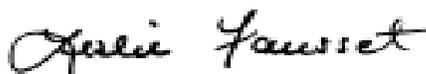
E. FORMS AND AUXILIARY REFERENCES

1. Parent Notification, Health Education and Activities, form letter, Elementary, Stock Item 22- P-0274;; Secondary, Stock Item 22-P-0276
2. Health Information Exchange Consent Form, Stock Item 22-H-0714
3. Physician's Recommendation for Medication, Stock Item 22-H-1101
4. Student Health Record, Stock Item 22-H-1205
5. School Nursing Procedure Manual, available from the Nursing and Wellness Office
6. Medication Log (current year), HE Form 503, available from the Nursing and Wellness Office

F. REPORTS AND RECORDS

1. "Health Information Exchange Consent" form (E.1.) to be maintained in nurse's office; file in student's Cum Record when child transfers to another school.
2. "Physician's Recommendation for Medication" form (E.3.), to be maintained in Student Health Profile Envelope, Cum Record when completed, discontinued, or when student transfers to another school.
3. "Medication Log" form (E.6., current year) to be maintained in Student Health Profile Envelope, Cum Record. When completed, discontinued, or when student transfers to another school.

G. APPROVED BY



Chief of Staff, Leslie Fausset
For the Superintendent of Public Education