

**ALLEGHENY-CLARION  
VALLEY  
SCHOOL DISTRICT**

SECTION: PUPILS

TITLE: USE OF MEDICATIONS

ADOPTED: October 20, 2003

REVISED: January 17, 2005

210. USE OF MEDICATIONS	
1. Purpose	The Board shall not be responsible for the diagnosis and treatment of student illness. The administration of prescribed medication to a student during school hours in accordance with the direction of a parent or family physician will be permitted only when failure to take such medicine would jeopardize the health of the student or the student would not be able to attend school if the medicine were not available during school hours.
2. Definition	For purposes of this policy, <b>medication</b> shall include all medicines prescribed by a physician and any non-prescription (over-the-counter) medicines.
3. Authority SC 510 Title 22 Sec. 7.13	Before any medication may be administered to or by any student during school hours, the Board shall require the written request of the parent, giving permission for such administration and relieving the Board and its employees of liability for administration of medication and the written order of the prescribing physician, for a prescription medicine which shall include the purpose of the medication, dosage, time at which or special circumstances under which the medication shall be administered, length of period for which medication is prescribed, and possible side effects of medication.
4. Delegation of Responsibility	<p>The Superintendent or designee, in conjunction with the school nurse, shall develop procedures for the administration of students' medications.</p> <p>The school nurse shall administer all medications to the student upon written parental request and when a physician so directs.</p> <p>All district employees involved in administering emergency medication shall receive appropriate training before performing this responsibility.</p> <p>Building administrators and the school nurse shall review regularly the procedures for administration of medications and shall evaluate recordkeeping, safety practices, and effectiveness of this policy.</p>

<p>5. Guidelines</p> <p>SC 1414.1 Title 22 Sec. 7.13</p>	<p>The district shall inform all parents/guardians, students and staff about the policy and procedures governing the administration of medications.</p> <p>Before any medication can be given at school, it shall be the responsibility of the certified school nurse to make sure the following procedures are completed:</p> <ol style="list-style-type: none"><li>1. Obtain written permission from the parent/guardian for administration. This permission shall be kept confidential and on file in the office of the school nurse.</li></ol> <p>The written form shall include:</p> <ol style="list-style-type: none"><li>a. Student's name.</li><li>b. Name of physician.</li><li>c. Date of prescription.</li><li>d. Name of medication, dosage, and frequency of administration.</li><li>e. Parent/Guardian signature.</li><li>f. Date completed.</li><li>g. A statement relieving the school of responsibility for the benefits or consequences of the medication.</li><li>h. Acknowledgement that the school bears no responsibility for ensuring that medication is taken.</li></ol> <p>A separate form shall be required for each medication. A new form shall be required if the medication or dose is changed and also at the beginning of each school year.</p> <ol style="list-style-type: none"><li>2. The ordering physician must complete a prescription medication form. The written request shall include:</li></ol> <ol style="list-style-type: none"><li>a. Student's name.</li><li>b. Date.</li><li>c. Name of medication, dosage, how administered, time schedule and length of time to be administered in school.</li><li>d. Possible side effects or contraindications.</li><li>e. Any curtailment of specific school activity.</li><li>f. A list of any other medications, which have been prescribed by the physician.</li><li>g. Physician's signature and telephone number.</li><li>h. If an inhaler, insulin pump or EPI-PEN, whether the student is capable of self-administration.</li></ol>
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<p>Title 28 Sec. 25.61, 25.62, 25.63, 107.61, 107.62, 107.64 Title 49 Sec. 21.1 et seq 63 P.S. Sec. 211 et seq</p> <p>Title 49 Sec. 27.17</p>	<p>3. Any medication to be given during school hours must be delivered directly to the school nurse by the parent or a responsible adult. The prescription medication must be brought to school in the original, properly labeled pharmaceutically dispensed container. The label should include:</p> <ul style="list-style-type: none"><li>a. Student's name.</li><li>b. Name of physician.</li><li>c. Date of prescription.</li><li>d. Name of medication, dosage, and frequency of administration.</li></ul> <p>The non-prescription medication must be brought to the school in the container in which it was purchased. Students are not permitted to carry any medications to, during, or from school, with the exception of inhalers, insulin pumps, or EPI-PEN's that have been ordered by the private physician to be "self-administered".</p> <p>4. In the absence of the certified school nurse, a substitute nurse will administer the medication.</p> <p>5. Medications will be kept in locked containers in the Health Office.</p> <p>6. A prescription drug log will be kept for any student receiving prescription medication during school hours. This log will include:</p> <ul style="list-style-type: none"><li>a. Student's name.</li><li>b. Date.</li><li>c. Name and amount of medication.</li><li>d. Time given.</li><li>e. Name of person who administered medicine.</li></ul> <p>Non-prescription medications given at school will be recorded in the first-aid log.</p> <p>7. Students in grades K-12 will be responsible for reporting to the Health Office at the time the medication is to be given.</p>
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SC 1414.1	<p>Inhalers, EPI-PEN's (emergency medication) or insulin pumps may be carried by the student and self administered with the written order of the student's private physician and the written parental request for self-administration.</p>
School Code 510, 1402	<p><b>Self-administration</b> means that the student is able to consume, inject, instill, or apply prescription medication in the manner directed by the licensed prescriber, without additional assistance or direction.</p> <p>Any student who wishes to carry an inhaler, EPI-PEN, or insulin pump must first demonstrate, to the school nurse, the capability for self-administration and responsible behavior in the use of the medication.</p> <p>The student is required to notify the school nurse immediately following every use of the medication during school hours.</p> <p>The student must sign a student contract agreeing that s/he will: (1) never share the medication with another student, (2) demonstrate to the school nurse the correct use of the medication prior to its use, (3) notify the school nurse immediately if s/he takes the medication during school hours, and, (4) acknowledge that if there is abuse or misuse of the medication it can be confiscated and the privilege to self-administer will be revoked.</p>