

Title: MEDICATION ADMINISTRATION

School personnel may lawfully administer medication, which a parent would be legally allowed to administer, provided that a current signed physician's statement is on file. Any school employee in the field of special education whose employment commenced on or after the first day of July, one thousand nine hundred eighty-nine, may be required to administer medications after receiving training. However, any other school employee may consent to administer medication.

It is the parent/guardian's responsibility to make a request through the principal for the administration and/or supervision of medication. It is also the parent's responsibility to provide the following information PRIOR to the student receiving ANY medication at school:

- 1) A letter signed by the student's parent or guardian authorizing the administration of a particular medication must be on file at the student's school for all prescription and non-prescription (over-the-counter) medications.
- 2) A letter must be presented to the school from a physician, physician's assistant, or a nurse practitioner; this letter is to include the student's name, medication name and dosage, reason for taking, and when it is to be taken at school.

All prescribed medication must be brought to school in properly labeled containers from the pharmacy. The label must include the student's name, the medication name and dosage, directions for administration, and the date the prescription was filled. Non-prescription (over-the-counter) medication must be in the original labeled container. (PLEASE REMEMBER TO CHECK THE MEDICATION'S EXPIRATION DATE ON THE CONTAINER! Medications may not be given if they have expired.)

Medication should be kept in a secure area/container with access limited to designated personnel only.

A medication log should be kept to document the student's name, date, medication, time given, and signature of administering personnel.

Medication will only be given to the child for whom prescribed. The supervision of self-administration of medication includes reminding students to take medications, opening medication containers for students, reading the medication label to students, checking the self-administration dosage against the label on the container, observing students while they take medication, and reassuring students that they have obtained and are taking the dosage as prescribed.

The school nurse should be consulted/provide training before administration of medication if there are any questions. Personnel who may be trained to supervise the self-administration of medication include school nurses, other licensed health care providers, principals, teachers, and secretaries as defined in W. Va. Code SS 18-1-1, 18A-4-8 and 18-5-22.

Parents should try to give medications at home if possible. The initial dose of any medication must be given at home. Two emergency phone numbers should be provided for those students taking medication during the school day.

When a student requires self-administration of emergency medications, such as a prescribed bronchodilator (rescue inhaler) or EpiPen, a physicians' order must be provided indicating that said student must maintain the medication on their person at all times and that said student is able to self-administer the medication; the school nurse shall validate and document in the student's health care plan that the student is able to bring the medication to school, carry the medication in such a manner that the medication cannot be accessed by another individual, and use the medication only as prescribed.