

MODERN MONTESSORI CHARTER SCHOOL

Board Adopted: October, 21, 2020

516 STUDENT MEDICATION ADMINISTRATION POLICY

[Note: The provisions of this policy substantially reflect the requirements of Minnesota Statutes.]

I. PURPOSE

The purpose of this policy is to set forth the provisions that must be followed when administering **non-emergency** prescription medication to students at school.

II. GENERAL STATEMENT OF POLICY

The school district acknowledges that some students may require **prescribed** drugs or medication during the school day. The school district's licensed school nurse, trained health clerk, director, or teacher will administer **prescribed** medications in accordance with law and school district procedures.

III. REQUIREMENTS

- A. The administration of prescription medication or drugs at school requires a completed signed request from the student's parent and medication order(s) signed by a physician or licensed healthcare provider.
- B. A Medication Authorization Form must be completed annually (once per school year) and/or when a change in the prescription or requirements for administration occurs. Prescription medication as used in this policy does not include any form of medical cannabis as defined in Minnesota Statute §152.22, Subd. 6.
- C. Prescription medication must come to school in the original container labeled for the student by a pharmacist in accordance with law, and must be administered in a manner consistent with the instructions on the label. The dosage listed on the label must be consistent with the dosage requested by the parent and prescribing health care provider on Form 516. If dosage changes before a refill container is received by the school, the updated dosage will be written on the existing container label. A new container with the new dosage on the label is required as soon as a refill is obtained, and must be administered in a manner consistent with the instructions on the label. The school nurse may allow a family two days to provide the required Medication Authorization Form if a verbal or written request is received by the school.

- D. The school nurse, or other designated person, may request to receive further information about the prescription, if needed, prior to administration of the substance.
- E. Over-the-counter-medications must be in the original container and labeled with the student's name. Before administering any over-the-counter medications, a Medication Authorization Form must be completed by a healthcare professional and parent/guardian and must be on file with the school.
- F. Prescription medications are not to be carried by the student, but will be left with the appropriate school district personnel. Exceptions to this requirement are: prescription asthma medications self-administered with an inhaler or medications administered as noted in a written agreement between the school district and the parent or as specified in an IEP (individualized education program), Section 504 plan, or IHP (individual health plan). Self-administration will be approved if the student is considered knowledgeable and able to self-administer medication safely. Parents/guardians must submit written verification from the prescribing professional which documents that the student has the knowledge and skills to safely possess the medications in a school setting.
- G. The school nurse, or other designated person, shall be responsible for the filing of Medication Authorization Forms in the health records section of the student file. The school nurse, or other designated person, shall be responsible for providing a copy of such form to the executive director and to other personnel designated to administer the medication.
- H. All medications (prescription and over-the-counter) shall be stored in a locked cabinet, with the exception of refrigerated medications and those permitted to be carried by students. Controlled substance medications will be counted (or liquid level noted) in the student's health file on the Medication Administration Form.
- I. Medication administration shall be recorded on the Medication Administration Form. Dates and initials of administering personnel shall be recorded for each dose administered. Signatures and corresponding initials will be included on the form. Medication will be administered within a half-hour before or after the time indicated on the form. Administration time will also be noted for medication not given within this hour time, and any other PRN medications. Dosage changes should have a discontinued date for the old dose and the new dose with a start date. Discontinued meds should be indicated with a discontinued date and removed from the active file. Medications and dosage will be recorded by using the medication name followed by dosage in milligrams. The number of tablets or liquid measurement may be included in parenthesis as an aid for non-licensed staff.
- J. For drugs or medicine used by children with a disability, administration may be as provided in the IEP, Section 504 plan or IHP.

- K. The procedures for day field trips are as follows:
- i. For day Medications will be pre-packaged by designated school administrative staff to be administered by the delegated district employee. Sealed medication envelopes will include the student name, medication, dosage, number of pills, and time to be administered.
 - ii. PRN medication will also be sent with the responsible school personnel, including any individualized Emergency Action Plan that dictates the use of such medication.
 - iii. The school personnel who are in possession of and who are trained to administer the medication must remain with the student at all times during the field trip. Any student with medication on day field trips may not be placed in the care of a chaperone or in the care of a staff member without the training to administer the medication.
- L. Medication to be used on overnight school trips will be provided by parents directly to the accompanying health professional or teacher trained to administer the medication.
- M. Procedures for administration of drugs and medicine at school and school activities shall be developed in consultation with a school nurse, a licensed school nurse, or a public or private health organization or other appropriate party (if appropriately contracted by the school district under Minn. Stat. § 121A.21). The school district administration shall submit these procedures and any additional guidelines and procedures necessary to implement this policy to the school board for approval. Upon approval by the school board, such guidelines and procedures shall be an addendum to this policy.
- N. Specific Exceptions:
- i. Special health treatments and health functions such as catheterization, tracheostomy suctioning, and gastrostomy feedings do not constitute administration of drugs and medicine;
 - ii. Emergency health procedures, including emergency administration of drugs and medicine are not subject to this policy;
 - iii. Drugs or medicine provided or administered by a public health agency to prevent or control an illness or a disease outbreak are not governed by this policy;
 - iv. Medical cannabis will not be allowed or administered on school grounds in any format.

- v. Drugs or medicines that are prescription asthma or reactive airway disease medications can be self-administered by a student with an asthma inhaler if:
 - a. the school district has received a written authorization from the pupil's parent permitting the student to self-administer the medication;
 - b. the inhaler is properly labeled for that student; and
 - c. the parent has not requested school personnel to administer the medication to the student.

- vi. Medications:
 - a. that are used off school grounds;
 - b. that are used in connection with athletics or extracurricular activities; or
 - c. that are used in connection with activities that occur before or after the regular school day are not governed by this policy.

- vii. At the start of each school year or at the time a student enrolls in school, whichever is first, a student's parent, school staff, including those responsible for student health care, and the prescribing medical professional must develop and implement an individualized written Emergency Action Plan for a student who is prescribed epinephrine auto-injectors that enables the student to:
 - a. possess epinephrine auto-injectors; or
 - b. if the parent and prescribing medical professional determine the student is unable to possess the epinephrine, have immediate access to epinephrine auto-injectors in close proximity to the student at all times during the instructional day.

The plan must designate the school staff responsible for implementing the student's health plan, including recognizing anaphylaxis and administering epinephrine auto-injectors when required, consistent with state law. This health plan may be included in a student's § 504 plan.

A school district and its agents and employees are immune from liability for any act or failure to act, made in good faith, in implementing this section and Minn. Stat. 121A.2207.

O. End of Year Procedures

- i. Parents and guardians will be notified, in writing, by the nurse aide or other school designee of any unused medications to be picked up at the end of the school year and be given ample time to do so.

- ii. Unclaimed or abandoned medication will be disposed of by July 31st of each year.
 - a. If the unclaimed medication is not a controlled substance as defined under section 152.01, subdivision 4, or is an over-the-counter medication, the school district designee shall be responsible for

transporting the medication to a designated drop-off box or collection site or may request that a law enforcement agency transport on behalf of the district.

- b. If the unclaimed medication is a controlled substance as defined in 152.01, subdivision 4, the district must request that a law enforcement agency transport the medication to a collection bin that complies with Drug Enforcement Agency regulations.

Legal References:

- Minn. Stat. § 13.32 (Student Health Data)
- Minn. Stat. § 121A.21 (Hiring of Health Personnel)
- Minn. Stat. § 121A.22 (Administration of Drugs and Medicine)
- Minn. Stat. § 121A.221 (Possession and Use of Asthma Inhalers by Asthmatic Students)
- Minn. Stat. § 121A.222 (Possession and Use of Nonprescription Pain Relievers by Secondary Students)
- Minn. Stat. § 121A.2205 (Possession and Use of Epinephrine AutoInjectors; Model Policy)
- Minn. Stat. § 121A.2207 (Life-Threatening Allergies in Schools; Stock Supply of Epinephrine Auto-Injectors)
- Minn. Stat. § 151.212 (Label of Prescription Drug Containers)
- Minn. Stat. § 152.22 (Medical Cannabis: Definitions)
- Minn. Stat. § 151.23 (Medical Cannabis: Limitations)
- 20 U.S.C. § 1400 et seq. (Individuals with Disabilities Education Improvement Act of 2004)
- 29 U.S.C. § 794 et seq. (Rehabilitation Act of 1973, § 504)

Cross References:

- MSBA/MASA Model Policy 418 (Drug-Free Workplace/Drug-Free School)