

## **ADMINISTERING MEDICATION TO STUDENTS**

The following procedure must be followed for students to receive any type of medication/treatment; including prescription and all FDA approved over-the counter (OTC) medications during school hours:

### **FDA APPROVED OVER THE COUNTER MEDICATION**

Authorization for Administration of FDA approved Over The Counter Medication must be completed and signed by a parent/legal guardian through annual completion of the Online Registration in order for school personnel to administer the following over the counter medications.

- Acetaminophen (generic Tylenol)
- Ibuprofen (generic Motrin/Advil)
- Antacid tablets (generic Tums)
- Diphenhydramine (generic Benadryl)

Instruction for Administration: Given according to the manufacturer's directions on the original container and/or standardized dosing charts for pediatric age children.

In consideration of District personnel administering such medicine, the undersigned hereby releases, indemnifies, and holds harmless Sheridan County School District #2 and its personnel from all claims, demands and liabilities, direct and indirect, which may result or accrue by reason of the administration of such medicine, the failure to administer it, or the improper administration thereof.

Parents/Guardians may come to school and administer medications to their child at appropriate times.

Except as otherwise allowed in this policy, students must take all medication (including over the counter medications) in the presence of designated school personnel.

It shall be the responsibility of the student to come to the office to get the medication administered. The school District is under no obligation to seek out the child should he/she forget.

### **PRESCRIPTION MEDICATION/TREATMENT**

Authorization for Administration of Prescription Medication form(JLCD-E1) must be completed by a parent/legal guardian, and presented to appropriate school personnel (school nurse, administrative assistant, principal, or teacher(Field Trip only)) prior to the administration of any medication. All medication must be presented to the school in its original

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container. School personnel may refuse to administer any prescription or other medication that is not in its original container.

Medication prescribed by a licensed healthcare provider must be in its original container, provided by the pharmacy, when presented to the principal or his/her designee with the required form (JLCD-E1) signed by the parent/legal guardian. School personnel may seek a medical opinion or advice pertaining to situations in which they are asked to administer medications.

**STORAGE AND RELEASE OF MEDICATION**

All medication (to be administered) will be stored in a designated area that is to remain locked when not in use.

Before the end of the school year, the parent/legal guardian should pick up any remaining personal medication from the school. Medications not retrieved within five (5) school days of a student withdrawing from that particular school will be discarded in an appropriate manner. At the end of a school year, the School Nurse will communicate with parents/guardians regarding remaining medications and determine a plan for the pick up or disposal of medications.

**SELF ADMINISTRATION OF PRESCRIPTION MEDICATION**

Students are permitted to possess and self-administer medication required for potentially life threatening conditions (which may include but not be limited to asthma, allergies, insect bites) if a written statement (policy JLCD-E2) is submitted to the district containing:

Parental verification that the student is responsible for and capable of self-administration and parental authorization for self-administration of medication required for potentially life threatening conditions; and

Health care provider identification of the prescribed or authorized medication required for potentially life threatening conditions and verification of the appropriateness of the student's possession and self-administration of the medication required for potentially life threatening conditions.

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The written statement shall require the signatures of the parent/guardian of the student and the student's physician or physician's representative.

**GENERAL PROVISIONS**

Students not following the above guidelines will be subject to school disciplinary procedures.

Principals and principal designees must be trained by the school nurse how to properly administer medications, AND must pass the district approved training protocol.

Authorization for Administration of Prescription Medication and Release of Liability (JLCD-E1) and Authorization for Administration of Over the Counter Medication and Release of Liability through the Online Registration must be renewed annually.

Reference: W.S. 21-4-310

**Policies:**

- EBB First Aid and Safety Procedures
- JLCD-E1 Authorization for Administration of Prescription Medication and Release of Liability
- JLCD-E2 Written Statement for Self-Administration of Medication for Potentially Life-Threatening Conditions

First Reading: 3-9-26  
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