



Renaissance Academy

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No. 210
SECTION: Pupils
TITLE: Use of Medication
1st Reading: March 12, 2015
1st Adoption: April 2005
Revised: June 29, 2007
2nd Revision: March 12, 2015
2nd Adoption: April 9, 2015
Re-Authorized September 2018

Use of Medication

1 PURPOSE

The Board of Trustees recognizes that students may have various medication needs throughout their school attendance.

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/guardian, family physician or dentist 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.

Whenever possible, medications should be scheduled so as to be administered at home and not brought to school. Since this is not always possible or practical, the following policy is adopted to provide necessary controls over medications, while permitting the administration of necessary medication in a supervised fashion.

2 DEFINITIONS

For purposes of this policy, **medication** shall include all medicines prescribed by a physician and all over-the-counter medicines.

3 AUTHORITY

Before any medication may be administered to or by any student during school hours, the Board shall require the written request of the parent/guardian, 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 or dentist, which shall include the purpose of the medication, dosage, route, 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.

SC 510, 1402 Title 22 Sec. 12.41

The CEO or designee in conjunction with the nurse shall develop procedures for the administration and self-administration of students' medications.

All medications shall be administered by the school nurse or self-administered by the student upon written request.

Building administrators and the head nurse shall review regularly the procedures for administration and self-administration of medications and shall evaluate recordkeeping, safety practices, and effectiveness of this policy.

Renaissance Academy shall inform all parents/guardians, students and staff about the policy and procedures governing the administration of medications.

4 DELEGATION OF RESPONSIBILITY

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5 GUIDELINES

School regulations require that all medication be kept locked in a nurse's office.

Students are not permitted to carry medication (prescription or nonprescription) with them during the school day, with the exception of an asthma inhaler or Auto-Injector.

When it is necessary for medication (prescription and/or non-prescription) to be given to a student during school hours the following procedures must be followed:

1. A medication form must be completed and returned to the nurse.
2. The parent / guardian or responsible adult designated by the parent or guardian must deliver prescription medication. An order from a licensed prescriber and written parent permission must be provided for each medication. Medication must be received in the original container with prescription label.
3. Medication may not travel home from school at the end of the school day with a student. Medication will only be released back to the parent / guardian or responsible adult designated by the parent or guardian.
4. Based on assessment of the student, non-prescription medication is available and may be given at the school nurse's discretion in accordance with standing orders from school physician with parental authorization.
5. Failure to follow these procedures will prohibit the school nurse from dispensing the medication to a student and will be considered as a direct violation of Renaissance Academy's medication policy.

When any medication prescribed for a student is initially brought to school, it shall be the responsibility of the nurse to complete the following:

1. Obtain written permission from the physician or parent/guardian Obtain parent / guardian permission for administration or self-administration of medication, which shall be kept confidential and on file in the office of the head nurse.
2. Review medication order from licensed prescriber to ensure it contains:
 - a. Student's name Name, signature & phone number of licensed prescriber
 - b. Name, signature & phone number of licensed prescriber
 - c. name of medication
 - d. route and dosage of medication
 - e. frequency and time of medication administration
 - f. date of the order and discontinuation date
 - g. specific directions if necessary.
3. Determine the student's ability to self-administer medication and the need for care and supervision. In order to accommodate students who carry and self-administer emergency medications the following should be in place:
 - a. An order from a licensed prescriber for the medication, including a statement that is this necessary and that the student is capable of self-administration.
 - b. Written parent / guardian consent.
 - c. The nurse shall perform a baseline assessment to the student's health status to ensure the student's ability to self-administer
4. Maintain an individual medication log for all students taking medication during school hours. The log shall be kept in a central place and shall include:
 - a. Name of student.
 - b. Name of medication.
 - c. Medication dosage.
 - d. Time of administration.
 - e. Route of administration.
 - f. Initiation and expiration date of drug.

STUDENT SELF-ADMINISTRATION

To self-administer medication, the student must be able to:

1. Respond to and visually recognize his/her name.
2. Identify his/her medication.
3. Measure, pour and administer the prescribed dosage.
4. Demonstrate an understanding of possible side-effects of the medication.
5. Demonstrate a cooperative attitude in all aspects of self-administration Notify the school nurse immediately following each use Homeopathic Preparations

Homeopathic preparations shall be considered medications. It is encouraged that these preparations be given at home. A parent/guardian note and physician or dentist's orders will be required for administration to be permitted. The preparation must be in the original container.

FIELD TRIPS

The following guidelines are established for students who require medication while on field trips:

1. Medication needs should be noted on the field trip permission form and any medications that are noted on the form should not be carried by the student.
2. Only the anticipated number of doses should be provided for the trip unless the medication is a pre-packaged prescription.
3. If the student will be taking a medication other than those which are part of Renaissance Academy's Standing Medical Orders; the medication authorization form must be on file in the nurse's office.
4. The parent/guardian of the student may be requested to accompany the child on the trip.
5. If a nurse or parent/guardian is unable to accompany the student, the matter shall be referred to the CEO or designee for final disposition.

EMERGENCY MEDICATIONS

Emergency medications, such as Epinephrine Auto Injector, that require immediate dispensing/administration shall be permitted to be carried by students on their person, with prior arrangement. The school nurse(s) must have knowledge of these students. A physician's note and parent/guardian approval shall be required.

It is encouraged that these medications be kept in the nurse's office. If the student carries an Epinephrine Auto Injector, the CEO, principal and the classroom teacher should be aware; it is of utmost importance that the adult supervising the student knows where the Epinephrine Auto Injector is kept. Anyone can administer the medication in a life threatening situation.