

Sylvan Heights Science Charter School

Policy Number: 210

Policy Title: Medications

Approved: April 19, 2021

Revised:

Purpose

The Board of the Sylvan Heights Science Charter School (School) recognizes that parents/guardians have the primary responsibility for the health of their child(ren) and strongly recommends that medication be administered in the home. The Board shall not be responsible for the diagnosis and treatment of student illness.

The Board also recognizes, however, that there are occasions when it is necessary for the School to administer medication to students during school hours. The administration of medication to a student during school hours in accordance with the direction of a parent/guardian 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.

Definitions

Medication shall include all medications prescribed by a licensed prescriber and any nonprescription or over-the-counter (OTC) medications, with the exception of sunscreen as defined below.

Licensed prescriber shall include a licensed physician (M.D. and D.O.), dentist, certified registered nurse practitioner, podiatrist, optometrist, physician assistant, or other health care provider who is legally authorized to prescribe either prescription or nonprescription (OTC) medications.

Sunscreen shall include any nonaerosol topical sunscreen product approved by the Food and Drug Administration for OTC use for the purpose of limiting ultraviolet light-induced skin damage. All other forms of sunscreen excluded from this definition shall be considered medication as defined above.

Authority

The Board directs all School employees to comply with the Pennsylvania Department of Health's Guidelines for Pennsylvania Schools for the Administration of Medications and Emergency Care.

Before any medication may be administered to or by any student during school hours, the Board shall require:

1. The parents/guardians to complete and sign the prescription medication form, giving permission for such administration and relieving the Board and its employees of liability for administration of medication; and
2. The written order of the prescribing physician, 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.

The Board shall allow the possession, application, or use by a student of sunscreen without a physician's note or prescription provided the student and student's parent/guardian comply with the requirements set forth in this policy.

Delegation of Responsibility

The Principal/Chief Academic Officer (CAO) or designee, in conjunction with the school nurse, shall develop administrative regulations for the administration and use of students' medications.

All medications shall be administered by the school nurse or designee, except as otherwise noted in policy.

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

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

The certified school nurse shall collaborate with parents/guardians, School administration, faculty, and staff to develop an individualized healthcare plan to best meet the needs of individual students.

Guidelines

Student health records shall be kept confidential and maintained in accordance with state and federal laws and regulations and the Department of Health Guidelines.

All standing medication orders and parental consents shall be renewed at the beginning of each school year.

Student health records shall be confidential and maintained in accordance with state and federal laws and regulations and the Department of Health Guidelines.[6][7]

Delivery of Medication To/From School

The School and the school health personnel shall not transport medication to/from school. A responsible adult shall deliver the medication to the health office.

Prescribed medication, including inhalers, must be provided in a container appropriately labeled by the pharmacy or health care provider.

Medication shall be stored in a locked cabinet designated for storage of medication. Medications that require refrigeration shall be stored and locked in a refrigerator designated only for medications. The School shall not store more than a thirty-day supply of an individual student's medication.

Medication should be recorded and logged in with the date, name of student, name of medication, amount of medication, and signatures of the parent/guardian or designate ault delivering the

medication and the school personnel receiving the medication.

Nonprescription medication must be delivered in its original packaging and labeled with the student's name.

Prescription medication shall be delivered in its original packaging and labeled with:

1. Name, address, telephone, and federal Drug Enforcement Agency (DEA) number of the pharmacy;
2. Student's name;
3. Directions for use (dosage, frequency and time of administration, route, special instructions);
4. Name and registration number of the licensed prescriber;
5. Prescription serial number;
6. Date originally filled;
7. Name of medication and amount dispensed; and
8. Controlled substance statement, if applicable.

An adult must pick up the medication at the end of the medication administration order or the end of the school year.

Medications not picked up within one (1) day of the end of the school year will be discarded. The disposition of the medication shall be documented.

Disposal of Medications

Procedures shall be developed for the disposal of medications consistent with the Department of Health Guidelines, which shall include:

1. Guidelines for disposal of contaminated needles or other contaminated sharp materials immediately in an appropriately labeled, puncture-resistant container;
2. Processes for immediately returning to parents/guardians all discontinued and outdated medications, as well as all unused medications at the end of the school year;
3. Methods for safe and environmentally friendly disposal of medications; and
4. Proper documentation of all medications returned to parents/guardians and for all medications disposed of by the school nurse or other licensed school health personnel. Documentation shall include, but not be limited to, date, time, amount of medication, and appropriate signatures.

Student Self-Administration of Emergency Medications

Prior to allowing a student to self-administer emergency medication, the School shall require the following:

1. An order from the licensed prescriber for the medication, including a statement that it is necessary for the student to carry the medication and that the student is capable of self-administration;
2. Written parent/guardian consent;
3. An Individual Health Plan including an Emergency Care Plan;
4. A baseline assessment of the student's health status conducted by the nurse; and
5. Demonstration of administration skills and responsible behavior to the nurse.

The nurse shall provide periodic and ongoing assessments of the student's self-management skills.

The student shall notify the school nurse immediately following each occurrence of self-administration of medication.

Students shall demonstrate a cooperative attitude in all aspects of self-administration of medication. Privileges of self-administration of medication will be revoked if school policies regarding self-administration are violated.

Students may possess and use asthma inhalers and epinephrine auto-injectors when permitted in accordance with state law and Board policy.[8][9]

Medication Use on Field Trips and Other School-Sponsored Activities

The Board directs planning for field trips and other school-sponsored activities to start early in the school year and to include collaboration between administrators, teachers, nurses, appropriate parents/guardians, and their designated health officials.

Considerations when planning for administration of medication during field trips and other school-sponsored activities shall be based on the student's individual needs and may include the following:

1. Assigning school health staff to be available;
2. Utilizing a licensed person from the School's substitute list;
3. Contracting with a credible agency which provides temporary nursing services;
4. Utilizing licensed volunteers via formal agreement that delineates responsibilities of both the school and the individual;
5. Addressing with parent/guardian the possibility of obtaining from the licensed prescriber a temporary order to change the dose;
6. Asking parent/guardian to accompany the child on the field trip, with proper clearances; and
7. Arranging for medications to be provided in an original labeled container with only the amount of medication needed.

Security procedures shall be established for the handling of medication during field trips and other school-sponsored activities.

Sunscreen

The School permits the possession, application, or use by a student of sunscreen without a physician's note or prescription if:

1. The parent/guardian of the student submits the required form to school health personnel which attests to the following:
 - a. The School is not responsible for ensuring that the sunscreen product is applied by the student; and
 - b. The student has demonstrated to the parent/guardian that the student is capable of self-applying the sunscreen.
2. The student submits the required form to school health personnel which attests to the following:
 - a. The student knows the proper method of self-applying the sunscreen; and
 - b. The student knows the proper safety precautions for the handling and disposal of the sunscreen.

The School may revoke or restrict the possession, application, or use of sunscreen by a student if any of the following occurs:

1. The student fails to comply with school rules concerning the possession, application, or use of the sunscreen; or
2. The student shows an unwillingness or inability to safeguard the sunscreen from access by other students.

If the School revokes or restricts the possession, application, or use of sunscreen by a student as described in the paragraph above, the School shall provide written notice of the revocation or restriction to the student's parent/guardian.

After School Activities

A licensed medical professional will typically not be available for after school activities to administer medication to students, with the exception of students with disabilities, as these activities are considered voluntary activities and not mandated by the school.

Parents/Guardians are responsible to make arrangements for their student's medication needs after the hours of 3:30 p.m. The School shall comply with federal and state requirements with respect to providing a licensed medical professional to students with disabilities.

References:

24 P.S. 510

24 P.S. 1309

24 P.S. 1402

24 P.S. 1414.10

22 PA Code 12.41

Policy 103.1, 113, 121, 210.1, 216

Pennsylvania Department of Health Guidelines for Pennsylvania Schools for the Administration of Medications and Emergency Care, March 2010