

# WEST JEFFERSON HILLS SCHOOL DISTRICT

SECTION: PUPILS

TITLE: USE OF MEDICATIONS

ADOPTED: October 28, 1997

REVISED: October 28, 2014

210. USE OF MEDICATIONS	
1. Purpose	<p>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 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.</p>
2. Definition	<p>For purposes of this policy, medication shall include all medicines prescribed by a physician, including any over-the-counter medicines.</p>
3. Authority SC 510 Title 22 Sec. 12.41	<p>Before any medication may be administered to or by any student during school hours, the Board shall require:</p> <ol style="list-style-type: none"> <li>1. 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.</li> <li>2. The written order of the prescribing physician, which shall include the purpose of the medication, dosage/treatment, time at which or special circumstances under which the medication shall be administered, length of period for which medication is prescribed, possible side effects of medication, the student's name, and the name of the medication.</li> </ol> <p>The district retains the discretion to reject requests for administration of medications and to require parents/guardians to transport medication to and from school.</p>
4. Delegation of Responsibility	<p>The Superintendent or designee, in conjunction with the school nurses, shall develop procedures for the administration and self-administration of students' medications.</p> <p>All medications shall be administered by a licensed medical professional, the parent/guardian of the student, or self-administered by the student upon written request.</p>

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5. Guidelines	<p>Building administrators and the school nurses shall review regularly the procedures for administration and self-administration of medications and shall evaluate recordkeeping, safety practices, and effectiveness of this policy.</p> <p>Parents/Guardians must assume responsibility of informing the school of any change in the child's health or medications. New forms must be completed by the student's physician.</p> <p>The district shall inform all parents/guardians, students and staff about the policy and procedures governing the administration of medications.</p> <p>When any medication prescribed for a student is initially brought to school, it shall be the responsibility of the certified school nurse to complete the following:</p> <ol style="list-style-type: none"><li>1. Obtain written permission from the physician or parent/guardian for administration or self-administration of medication, which shall be kept confidential and on file in the office of the building principal and/or school nurse.</li><li>2. Determine the student's ability to self-administer medication and the need for care and supervision.</li><li>3. Observe and evaluate the student's ability to self-administer during the initial administration.</li><li>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:<ol style="list-style-type: none"><li>a. Name of student.</li><li>b. Name of medication.</li><li>c. Medication dosage.</li><li>d. Time of administration.</li><li>e. Signature of student and the monitor of self-administration.</li><li>f. Initiation and expiration date of drug.</li></ol></li></ol> <p>Medications shall be securely stored and kept in the original labeled container.</p>
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## 210. USE OF MEDICATIONS

### 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. Sign his/her medication sheet to acknowledge having taken the medication.
5. Demonstrate a cooperative attitude in all aspects of self-administration.

#### References:

School Code – 24 P.S. Sec. 510, 1402

State Board of Education Regulations – 22 PA Code Sec. 12.41

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