

Medication Administration to Students by School Staff

School staff shall not administer prescription or nonprescription medications to students unless appropriate administration cannot reasonably be accomplished outside of school hours and the student's parent/guardian is not available to administer the medication during the school day.

Medication may be administered to students by school staff who a registered nurse has trained and delegated the task of administering such medication. For purposes of this policy, the term "medication" includes both prescription and nonprescription medication, but does not include homeopathic/herbal medications, medical marijuana, CBD oil/products, and essential oils. The administration of medical marijuana shall be in accordance with the Executive Board's policy on the administration of medical marijuana to qualified students.

Medication may be administered to students by the school nurse or other school designee only when the following requirements are met:

Medication shall be in the original, properly labeled container. If it is a prescription medication, the student's name, name of the medication, dosage, how often it is to be administered, and the name of the prescribing licensed health care practitioner shall be printed on the container.

The school shall have received written permission to administer the medication from the student's licensed health care practitioner with prescriptive authority under Colorado law or shall have a standing medical order, if the medication is an over-the-counter medication such as Advil or Tylenol.

The school shall have received written permission from the student's parent/guardian to administer the medication to the student. When such a request is made by a parent/guardian, a full release from the responsibilities pertaining to side effects or other medical consequences of such medications must also be presented. The parent/guardian shall be responsible for providing all medication to be administered to the student.

Student Medication Possession and Self-Administration

High school and middle school students may possess and self-administer medications during school hours, at school-sponsored activities, or while in transit to and from school or a school-sponsored activity. This includes medications to treat the student's asthma, food or other allergy, anaphylaxis, or related life-threatening condition.

The parent/legal guardian shall notify the school administration of the student's medical needs and/or of the fact that the student may be in possession of his or her medication. This notification, when appropriate, should include a written treatment plan from the licensed health care practitioner. These notifications will be shared with the school nurse, teachers, and other staff as appropriate.

Controlled substances prescribed to students cannot be possessed or self-administered and must follow the above section of this policy, Medication Administration to Students by School Staff. Students may only

possess a sufficient dosage of medication to treat their medical condition for a single day. Insulin pumps or other medical devices that deliver medication doses over a period of time are allowed.

Elementary students may NOT possess and self-administer medications during school hours, at school-sponsored activities, or while in transit to and from school or a school-sponsored activity, except for medications prescribed for the emergency treatment of anaphylaxis, asthma, hyperglycemia, and hypoglycemia, or as negotiated by the school nurse, parents, and the prescribing licensed health care practitioner. A treatment plan authorizing an elementary student to possess and self-administer a medication is effective only for the school year in which it is approved. Elementary students' possession and self-administration of medications must meet the following:

- Written authorization signed by the student's health care practitioner must be on file with the school, which must include the student's name; the name, purpose, prescribed dosage, frequency, and length of time between dosages of the medication to be self-administered; and confirmation that the student has been instructed and is capable of self-administration of the medication.
- The school nurse, in consultation with the student's health care practitioner and the student's parent/guardian, must collaborate to make an assessment of the student's knowledge of their condition and ability to self-administer medication.
- A written statement signed by the student's parent/guardian must be on file with the school, which must include permission for the student to self-administer their medication and release from liability for any injury arising from the student's self-administration of such medication.
- A written contract between the school nurse, the student, and the student's parent/guardian must be on file with the school, assigning levels of responsibility to the student's parent/guardian, student, and school staff.

Authorization for a student to possess and self-administer a medication may be limited or revoked by the school principal after consultation with the school nurse and the student's parent/guardian if the student demonstrates an inability to responsibly possess and self-administer such medication.

Student possession, use, distribution, sale, or being under the influence of a medication inconsistent with this policy may be considered a violation of Executive Board policy concerning drug and alcohol involvement by students and may subject the student to disciplinary consequences, including suspension and/or expulsion, in accordance with applicable Board policy.

A student must report to the school nurse or designee or to some adult at the school immediately after the student uses emergency epinephrine during school hours. Upon receiving such a report from the student, the school nurse, designee, or other staff member will provide appropriate follow-up care to the student, which must include making a 911 emergency call.

Administering Medications to Students During Non-School Hours

Medication administration by school staff will be made available by either the school nurse or his/her delegate during field trips outside of the school day, for all required activities that occur outside of school hours, and to the extent possible, many non-required special activities/events, including but not limited to athletics, and pre-registered school-sponsored clubs and events. It is the parent/guardian's responsibility to notify the school nurse and provide the required documentation and authorization if a student requires the administration of medications outside of school hours. Each non-school-hour activity may require a separate authorization.

Use of Emergency Epinephrine

Windsor Charter Academy may have a stock supply of emergency use epinephrine for emergency anaphylaxis events that occur on school grounds. Any administration of stock emergency use epinephrine to a student by Windsor Charter Academy staff shall be in accordance with applicable state law, including applicable State Board of Education rules.

Windsor Charter Academy's stock supply of emergency use epinephrine is not intended to replace student-specific orders or medication provided by the student's parent/guardian to treat the student's asthma, food or other allergies, anaphylaxis, or related, life-threatening conditions.

Use of Stock Opioid Antagonists

To the extent state funding and supplies are available, Windsor Charter Academy shall have a stock supply of opioid antagonists to assist a student, Windsor Charter Academy staff, or any other person who is at risk of experiencing or is experiencing an opioid-related drug overdose event. For purposes of this policy, an ~~opiate~~ opioid antagonist means naloxone hydrochloride or any similarly acting drug that is not a controlled substance and that is approved by the Federal Food and Drug Administration (FDA) for the treatment of a drug overdose. Administration of an opioid antagonist by Windsor Charter Academy staff to a student or any other person shall be in accordance with applicable state law. In addition, it is encouraged that Windsor Charter Academy provide training to those administering an opioid antagonist.

Disposal of Medications

Medications that are no longer needed at school and have not been picked up by the parent/guardian, once notified by school staff, will be disposed of in accordance with applicable laws. It is the responsibility of the school nurse or designated school staff to dispose of medication. Should school staff be required to dispose of medication, one witness must be present, and school staff must document the disposal, including the signatures of the individual disposing of the medication and the witness.

Preventative Measures

Preventative measures (such as sunscreen, insect repellent, diaper ointment, and cough drops) may be administered by school staff with written parental permission only. These items must be supplied by the parent.

Windsor Charter Academy Executive Board

Adopted: April 2019

November 2022

October 2025

Legal References

C.R.S. 22-1-119

C.R.S. 12-38-132

C.R.S. 22-1-119.5

C.R.S. 22-2-135

C.R.S. 24-10-101

1 CCR 301-68

6 CCR 1010-6, Rule 9-105

Cross References

JICH Student Involvement with Drugs and Alcohol

JKE JKD Suspension/Expulsion of Students

JLCE Medical Emergencies and First Aid