

ADMINISTERING MEDICINE TO STUDENTS

When a student must receive medication during school hours, the following policy shall be followed.

Students must have parent/guardian permission to receive any type of medication at school, with the exception of emergency medication routinely kept on hand and for which standing orders have been written (i.e. epinephrine auto-injectors or opioid antagonist).

All non-licensed personnel who give medication at school are required to complete annual medication administration training overseen by the school nurse.

Staff will not administer expired medication or any medication that has not been approved by the FDA or is not consistently referenced by the PDR, other U.S. published drug reference book, or the websites of FDA or USP.

Staff administering medication will document each time any medication is administered. Documentation will include the student's name, name and dose of medication, date, time, and route.

Staff have the right to refuse to administer any prescription, over-the-counter, or other medication and may seek medical opinion or advice pertaining to medication administration.

School nurses will not administer IV medications.

All prescription medications and over-the-counter medications will be stored in a secure location.

The District's stock of epinephrine auto-injectors will be accessible before and after school during school-sponsored activities.

The District's stock of opioid antagonists will be kept in a secure location, decided by the principal and school nurse, and will only be accessed by those who have been trained on signs of overdose and administration.

With the exception of approved life-sustaining or life-saving medications, students may not possess or self-administer prescription medications or over-the-counter medications on school property, in school buildings, in vehicles owned, leased or operated by the District, in private vehicles while on school

property, or at any school-sponsored activity, event, or function where students are under the jurisdiction of the District.

1. PRESCRIPTION MEDICATION

Prescription medication will be administered to a student only by the school nurse or principal's designee and only when medically necessary. A student's parent/guardian must deliver the student's prescription medication in its original packaging to the school nurse or principal's designee along with the completed and signed JCSD #1 Medication Permission form. The parent/guardian assumes full responsibility for the supply, appropriate delivery and handling, and security of prescription medication.

2. OVER-THE-COUNTER MEDICATION

Over-the-counter medication will be administered to a student only by the school nurse or principal's designee. A limited supply of over-the-counter medications is available at each school. An electronic signature on file in PowerSchool indicating which of these medications a parent/guardian consents for their child to receive is required before any over-the-counter medication may be administered. This must be re-signed each year through the online electronic registration. If an electronic signature is not on file, the school nurse or principal's designee may obtain verbal consent from the parent/guardian. Over-the-counter medications are administered using standing orders which are written and updated annually by the Johnson County Health Officer.

If a student requires an over-the-counter medication to be administered which is not supplied by the school and/or for which there is not a standing order, the student's parent/guardian must deliver the student's over-the-counter medication to the school nurse or principal's designee in the original bottle with the label intact, together with completed and signed JCSD #1 Medication Permission form in order for the over-the-counter medication to be administered.

3. EPINEPHRINE AUTO-INJECTORS

All District staff, agents, volunteers, and board members may administer epinephrine auto-injectors to an adult or student who appears to be having a life-threatening allergic reaction or an anaphylaxis event. In such an event, the District and its Board, staff, agents, and volunteers will be immune from liability as provided by W.S. 21-4-316. The District may purchase epinephrine auto-injectors from a variety of vendors and pursue grants to cover the cost. The Johnson County Health Officer will write prescriptions for the District's stock of epinephrine

auto-injectors and approve standing orders for their administration on an annual basis.

4. STOCK OPIOID ANTAGONIST

The school nurse or other trained District staff may administer a stock opioid antagonist to a student whom the school nurse or trained District staff in good faith believes is experiencing an opioid overdose. In such an event, the school nurse or trained District staff will be immune from liability as provided by W.S.35-4-906. The school nurse will review and coordinate an annual training for specific District staff, which will include recognition of opioid overdose, administration of stock opioid antagonist, demonstration of administration of stock opioid antagonist, understanding that Emergency Medical Services must be called, documentation of incident and record of administration. The District may purchase the stock opioid antagonist from a variety of vendors and pursue grants to cover the cost. The Johnson County Health Officer will write prescriptions for the District's stock of opioid antagonist and approve standing orders for their administration on an annual basis. This will occur in accordance with Wyoming State Statute 35-4-901 to W.S 35-4-906.

5. LIFE-SUSTAINING AND LIFE-SAVING MEDICATIONS SELF-ADMINISTERED BY STUDENT

Students who must possess and self-administer life-sustaining or life-saving medications must strictly adhere to all requirements of the JCSD #1 medication policy. A student's parent/guardian must complete and sign the JCSD #1 Self-Administration of Medication form for the student to possess and self-administer life-saving or life-sustaining medications on school property, in school buildings, in vehicles owned, leased or operated by the District, in private vehicles while on school property, and at any school-sponsored activity, event or function where students are under the jurisdiction of the District. The Self-Administration of Medication form must be signed by the student's parent/guardian and physician. Students must demonstrate proficiency of administration of the medication to the school nurse.

Students who have obtained permission for self-administration as set forth above must take extraordinary precautions to keep medication/supplies/equipment secure, and must not, under any circumstances, make available, provide, or give the medication to another person.

The student must immediately report the theft or loss of any medication occurring at school or during a school activity.

6. SCHOOL-SPONSORED TRIPS AND ACTIVITIES

Over-the-Counter Medications

Only antacids, ibuprofen, acetaminophen, and Benadryl will be available while a student is on a school-sponsored trip or activity. Activity sponsors will print and carry trip sheets for all students participating, which will include parent/guardian permission for administration of approved OTC medications. Activity sponsors must document the medication, dose, and time given on the trip sheet. Upon return, the trip sheet must be returned to the school nurse to allow for documentation of the medication administered.

Prescription Medication

Scheduled medications will be routinely administered while a student is on a school-sponsored trip or activity. The school nurse will deliver the medication to the principal's designee who will be administering the medication along with a copy of the JCSD #1 Medication Permission form signed by the parent/guardian.

Detailed instructions for administration including the student's name, the name of the medication, the dosage, the time the medication is to be administered, the route of administration and the name of the student's physician will be included with the medication. Upon return, the principal's designee must confirm that the medication was given and administration of the medication must then be documented.

Life-Saving or Life-Sustaining Medications

The school nurse or principal's designee will ensure the JCSD #1 Self-Administration of Medication form is completed and signed. The school nurse will work with the principal's designee and student to ensure the student possesses the medication prior to departure on the school-sponsored trip or activity.

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School District #1, Johnson County, Wyoming