

Lincoln County Schools

Bylaws & Policies

5330 - USE OF MEDICATIONS

The Board of Education shall not be responsible for the diagnosis and treatment of student illness, except as provided by this policy. The administration of prescribed medication and/or medically-prescribed treatments to a student during school hours will be permitted only when failure to do so would jeopardize the health of the student, the student would not be able to attend school if the medication or treatment were not made available during school hours, or if the child is disabled and requires medication to benefit from his/her educational program.

For purposes of this policy, "medication" shall include all medicines including those prescribed by a licensed prescriber and any medication and food supplements that have been approved by the Food and Drug Administration and may be obtained over-the-counter (OTC) without a prescription from a licensed prescriber. "Treatment" refers both to the manner in which a medication is administered and to health-care procedures that require special training, such as catheterization.

Before any prescribed medication or treatment may be administered to any student during school hours, the Board shall require a written statement from a licensed prescriber accompanied by the written authorization of the parent (see [Form 5330 F1](#) – Parent/Guardian Authorization for Prescribed Medication or Treatment). Before any nonprescribed medication or treatment may be administered, the Board shall require the prior written consent of the parent - (see [Form 5330 F1a](#) – Authorization for Non-Prescribed Medication or Treatment (Secondary Version) and [Form 5330 F1b](#) – Authorization for Non-Prescribed Medication or Treatment (Elementary Version)). These documents shall be kept in the office of the Principal and/or School Nurse, and made available to the persons designated by this policy as authorized to administer medication or treatment. No student is allowed to provide or sell any type of over-the-counter medication to another student. Violations of this rule will be considered violations of Policy [5530](#) - Substance Abuse Prevention and of the Student Code of Conduct/Discipline Code.

Only medication, if it is a prescription medication in its original container from the pharmacy; labeled with the date; the student's name; name of the medication; reason(s) for the medication (if to be given only for specific symptoms); exact dosage, time and route; reconstitution directions, if applicable; and the date the prescription and/or medication expires will be administered. The school administrator/principal shall determine a location in the building to store student medication, at the correct temperature in a secure, locked, clean cabinet or refrigerator as required. Schools shall maintain epinephrine auto injectors in a secure, unlocked location that is only accessible to school nurses, health care providers and authorized non-medical personnel and not by students.

Students may self-administer prescribed medication in an emergency or acute situation, such as but not limited to: epinephrine, insulin, asthma inhaler or ibuprofen when the prescription indicates that said student may maintain possession of the medication. The student must have prior written approval from the prescriber of the medication and his/her parent/guardian, if the student is a minor, and has submitted written approval ([Form 5330 F4](#) - Authorization for the Possession and Use of Epinephrine Auto-injector (epi-pen) to the principal and any school nurse assigned to the building. The student must be able to bring the medication to school, carry the medication in a safe and responsible manner, and use the medication only as prescribed. At the discretion of the Board, high school students (not below grade 9) may be allowed to carry and self-administered non-prescribed OTC medication with parent/guardian authorization, unless restricted by the administrator/principal.

A student shall be permitted to self-administer approved medications during any activity, event, or program sponsored by the school or in which the school participates. In the event an epi-pen is administered by the student or a school employee at school or at any school sponsored event, a school employee shall immediately request assistance from an emergency medical service provider (911).

Only employees of the Board who are licensed health professionals or who have completed a drug administration training program conducted by a licensed health professional and are designated by the Board may administer prescription drugs to students in school.

Non-prescribed OTC medications shall be administered under the direction of the building level administrator/principal only after meeting the following requirements (registered nurses and licensed practical nurses cannot administer non-prescribed OTC medications without an order from a licensed prescriber):

- A. Medication authorization form is provided from the parent/guardian.
- B. The school administrator/principal has the authority to determine if the administration of the non-prescribed OTC medication may be safely delegated to the administrator's designee.
- C. The school administrator/principal has the authority to contact the parent/guardian or a licensed health care provider to clarify any questions about the medication being administered.

A special education employee hired on or after July 1, 1989 may be required to administer medications after receiving required training. Other school employees may elect to administer medications after receiving the required training.

The following staff members are designated as being authorized to administer medication and treatment to students:

- A. principal
- B. teacher
- C. school nurse
- D. building secretary
- E. aide
- F. bus operator
- G. Licensed Practical Nurse

Students who may require administration of an emergency medication may have such medication, identified as aforementioned, stored in the Principal and/or School Nurse office and administered in accord with this policy.

The Board shall provide a Fluoride Rinse Program for students in grades K-6. The administration of fluoride rinse shall be in accordance with the WVDHHR/BPH-Oral Health Program's Instruction for Conducting the Fluoride Rinse Program including record maintenance of parent/guardian permission forms and date/time of program administration including each student participating in the program.

The fluoride rinse program is exempt from the requirements of Cardiopulmonary Resuscitation ("CPR") with Automated External Defibrillation ("AED") certification, first aid training and the designated qualified personnel requirements of section 4.5 of West Virginia State Board of Education policy 2422.8. Board approved volunteers may assist with the administration of this program as approved by the school administrator/principal.

All dental disease prevention programs, sponsored by the West Virginia Department of Health and administered by school employees, parents, volunteers, employees of local health counties, or employees of the West Virginia Department of Health, which utilize prescription drugs for the prevention of dental disease and which are conducted in accordance with the rules and regulations of the West Virginia Department of Health are exempt from all requirements of this policy.

Emergency Medication

The West Virginia Board of Examiners for Registered Professional Nurses allow for the delegation of certain prescribed emergency medication. The following medications have been approved for school nurses to decide the ability to delegate, train and continuously supervise school personnel to administer when a diagnosis and order are in place and the school nurse or licensed practical nurse is not available to provide such care:

- A. Glucagon;
- B. Epinephrine;
- C. Rectal diazepam (i.e. Valium) can only be delegated to unlicensed school personnel if ordered by the student's physician and the certified school nurse provides the final determination to allow delegation; and
- D. Albuterol or other emergency asthma medication.
- E. Opioid antagonists can only be delegated to select individuals chosen by the school nurse and approved by the Board of Education.

Medication administration steps must be followed exactly as outlined in West Virginia State Board of Education policy 2422.7. The following are provisions of the West Virginia State Board of Education policy 2422.7:

- A. Medication administration must take place in a clean and quiet environment where privacy may be established and interruptions are minimal.
- B. The school nurse is to be contacted immediately when a prescribed medication's appearance or dosage is questioned. The school nurse shall take the appropriate steps to assure the medication is safe to administer.
- C. The school nurse is to be contacted immediately when a student's health condition suggests that it may not be appropriate to administer the medication.
- D. When a student's medical condition requires a change in the medication dosage or schedule, the parent must provide a new written medication authorization form from a licensed prescriber and container, if applicable. This must be given to designated personnel within an appropriate time frame.
- E. Stock medications permitted in the school system are restricted to opioid antagonists. Schools may stock these medications in accordance with WV Code 18-5-22d(stock opioid antagonist). Parents/guardians must provide all medication for students with previous medical diagnoses along with a medication authorization form.

To meet qualifications for administering medications whether prescribed or non-prescribed OTC medication the school administrator/principal shall provide scheduled time for designated school personnel to become CPR with AED certified as well as trained in first aid according to West Virginia State Board policy 2422.7.

The Board will provide for the inclusion of all students especially those with specialized health care needs to the ability to participate in curricular or co-curricular activities. If a student with specialized health care needs is participating in curricular or co-curricular activities advance notification to the certified school nurse and/or county school health services director to require out-of-state field trip destinations allow reciprocity and delegation of certain health care procedures by their state board of nursing laws and practice acts since the certified school nurse is only licensed to practice nursing in West Virginia.

The school administrator/principal will coordinate development of procedures for the administration of medication during curricular or co-curricular events with classroom teachers, school nurses, parents/guardians, designated qualified personnel and administrator's designees. Designated qualified personnel who are providing medication administration for a one-time curricular or co-curricular event/field trip are exempt from the requirements of CPR with AED certification and first aid training.

Confidentiality Documentation and Reporting

Student information related to diagnosis, medications ordered and medications given must be maintained according to The Family Educational Rights and Privacy Act (FERPA) and in such a manner that no one could view these records without proper authorization as specified in West Virginia State Board of Education policy 4350, Procedures for the Collection, Maintenance and Disclosure of Student Data.

Documentation of medication administration shall include the following information:

- A. student name;
- B. medication(s) name;
- C. dosage, time and route of medication(s) administration;
- D. reaction(s) or untoward effects;
- E. reason(s) the medication was not administered; and
- F. date and signature of person administering medication.

- G. Receiving and documenting of verbal orders from a licensed prescriber is allowable by the school nurse or the licensed health care provider. The verbal order shall be confirmed with a new written medication authorization form within a reasonable timeframe.

- H. Report medication incidents (e.g., wrong dose, incorrect medication administered, other medication errors, etc.) and medication overdoses to the West Virginia Poison Center at 1-800-222-1222.

If a student violates the policy regarding medication administration, action will be based upon West Virginia Board of Education policy 4373, Expected Behavior in Safe and Supportive Schools and local Policy [5600](#) – Student Discipline.

Failure of school personnel to comply with this policy and West Virginia State Board of Education policy 2422.8 may result in disciplinary action or identified as a deficiency in accordance with West Virginia State Board of Education policy 5310, Performance Evaluation of School Personnel.

The Superintendent shall prepare administrative guidelines to ensure the proper implementation of this policy.

20 U.S.C. §1232g; 34 CFR Part 99
WV 18-5-22a, 18-5-22c
West Virginia State Board of Education policy 2422.7 and policy 2422.8

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