

ADMINISTERING MEDICATION

The Board of Trustees recognizes that during the school day, some students may need to take medication prescribed or ordered by an authorized health care provider to be able to fully participate in the educational program. The District shall develop processes for the administration of medication to these students. For any student with a disability, as defined under the Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act of 1973, necessary medication shall be administered in accordance with the student's individualized education program or Section 504 services plan.

With the exception of the administration of epinephrine auto-injectors, before a designated employee assists in the administration of any prescribed medications to any student during school hours, the District shall have:

1. A written statement from the student's physician detailing the method, amount and time schedules by which the medication is to be taken, and any potential side effects.
2. A written statement from the student's parent/guardian requesting the District assist the student in taking the medication as prescribed by the physician. (Education Code 49423)

Parents/guardians shall be asked to provide a properly labeled pharmacy container, citing the name and telephone number of the pharmacy, the student's identification, name of the physician, time of administration, and dosage of the medication to be given.

Designated employees shall:

1. Be responsible for the medication at school and administer it in accordance with the physician's indicated instructions.
2. Maintain a list of students needing medication during school hours, including the type of medication, times, and dosage.
3. Maintain a log recording the student's name and the time and date when medications were given.
4. Keep all medication in a locked drawer or cabinet.

Parents/guardians who request a student be allowed to self-administer, monitor, or treat his/her existing medical condition must make this request to the District in writing and provide written approval by the student's physician.

ADMINISTERING MEDICATION (continued)

Notifications

The District shall inform all parents/guardians of the following requirements: (Education Code 49480)

1. The parent/guardian of a student on a continuing medication regimen from a nonepisodic condition shall inform the school principal or designee of the medication being taken, the current dosage and the name of the supervising physician.
2. With the parent/guardian's consent, District health staff may communicate with the student's physician regarding the medication and its effects and may counsel personnel regarding the possible effects of the drug on the student's physical, intellectual and social behavior, as well as possible behavioral signs and symptoms of adverse side effects of omission or overdose.

Epinephrine Auto-Injectors

The District shall provide epinephrine auto-injectors to school nurses, health assistants, or other employees who have volunteered to administer them in an emergency and have received training. The school nurse or health assistant, or a volunteer employee when a school nurse or health assistant is unavailable, may administer an epinephrine auto-injector to provide emergency medical aid to any person suffering, or reasonably believed to be suffering, from potentially life-threatening symptoms of anaphylaxis at school or a school activity. (Education Code 49414)

Epinephrine auto-injector means a disposable drug delivery system with a spring-activated needle that is designed for emergency administration of epinephrine to provide rapid, convenient first aid for persons suffering a potentially fatal reaction to anaphylaxis. (Education Code 49414)

Anaphylaxis means a potentially life-threatening hypersensitivity to a substance, which may result from an insect sting, food allergy, drug reaction, exercise, or other cause. Symptoms may include shortness of breath, wheezing, difficulty breathing, difficulty talking or swallowing, hives, itching, swelling, shock, or asthma. (Education Code 49414)

(cf. 5141.23 - Asthma Management)

(cf. 5141.27 - Food Allergies/Special Dietary Needs)

ADMINISTERING MEDICATION (continued)

1. At least once per school year, the District shall distribute to all staff a notice requesting volunteers to be trained to administer an epinephrine auto-injector and describing the training that the volunteer will receive. (Education Code 49414)
2. At each school, the District will designate one or more volunteers to receive initial and annual refresher training, which shall be provided by a District Nurse or other qualified person designated by a physician and surgeon authorized pursuant to Education Code 49414, and shall be based on the standards developed by the Superintendent of Public Instruction. Written materials covering the required topics for training shall be retained by the school for reference. (Education Code 49414)
3. The District shall schedule inservice meetings to:
 - a. Familiarize authorized staff with the prescribed medications and their location.
 - b. Ensure authorized staff are competent to administer epinephrine auto-injectors.
 - c. Train all school personnel to recognize the symptoms of anaphylactic reactions.

Physicians and parents/guardians of students who may require epinephrine auto-injectors may be invited to attend these meetings.

4. The District shall prepare a list of students who may need emergency epinephrine auto-injectors. This list shall be given annually to all concerned staff.
5. Notwithstanding epinephrine auto-injectors, all medication for injections shall be labeled with the student's name, type of medicine, and expiration date.
6. The District shall post in the school health office a list of symptoms usually associated with anaphylactic reactions and a clear, specific procedure for administering injections in case of emergency. If authorized staff are not available at the time of an emergency, this written procedure will be followed by anyone who must administer the injection in order to save a life.

ADMINISTERING MEDICATION (continued)

The District shall obtain a prescription for epinephrine auto-injectors for each school from an authorized physician and surgeon. Such prescription may be filled by local or mail order pharmacies or epinephrine auto-injector manufacturers. Elementary schools shall, at a minimum, be provided one adult (regular) and one junior epinephrine auto-injector. Secondary schools shall be provided at least one adult (regular) epinephrine auto-injector, unless there are any students at the school who require a junior epinephrine auto-injector. (Education Code 49414)

If an epinephrine auto-injector is used, the District shall restock the epinephrine auto-injector as soon as reasonably possible, but no later than two weeks after it is used. In addition, epinephrine auto-injectors shall be restocked before their expiration date. (Education Code 49414)

Information regarding defense and indemnification provided by the district for any and all civil liability for volunteers administering epinephrine auto-injectors shall be provided to each volunteer and retained in his/her personnel file. (Education Code 49414)

(cf. 4112.6/4212.6/4312.6 - Personnel Files)

A school may accept gifts, grants, and donations from any source for the support of the school in carrying of the requirements of Education Code 49414, including, but not limited to, the acceptance of epinephrine auto-injectors from a manufacturer or wholesaler. (Education Code 49414)

(cf. 3290 - Gifts, Grants and Bequests)

The District shall maintain records regarding the acquisition and disposition of epinephrine auto-injectors for a period of three years from the date the records were created. (Business and Professions Code 4119.2)

(cf. 3580 - District Records)