

SECTION: PUPILS

TITLE: MEDICATIONS POLICY

ADOPTED: February 8, 1999

REVISED: January 9, 2006

PENN MANOR SCHOOL DISTRICT

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| 1. Definitions | For the purpose of this policy, the word “medication” shall mean any drug or medicine of any nature or kind, including all medicines prescribed by a physician and all non-prescription medicines. |
| 2. Need for Medication | The School District is not responsible for the medical diagnosis of student illnesses. Students are permitted to receive medications during school hours only in accordance with the direction of the student’s parents/guardians or physician and 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 made available during school hours. |
| 3. Procedures | The Superintendent shall develop procedures for the administration of medication which shall provide that: a. All medications shall be delivered to the School District. b. Medications shall be securely stored and kept in the original labeled container. c. A student will be permitted to receive medication only when requested in writing by the parents/guardians or physician who, in writing, provide the name of the student; name of the medication; the time at which, or special conditions under which, the medication shall be administered; quantity of dosage; frequency of dosage; name and telephone number of physician; reason for medication; and possible reactions. d. A school nurse, when available, shall be the primary person to administer medication, or to observe self-administration of medication by a student. If a school nurse is not available, the Superintendent will designate in writing the person(s) authorized to administer medication, or to observe self-administration of medication by a student. It shall be deemed, whenever a School |

District employee administers medication to a student or observes self-administration of medication by a student, that he/she is acting within the scope of his/her employment.

- e. Student self-administration of medication may occur with written parent/guardian permission if the self-administration is monitored by authorized School District personnel. To self-administer medication, the student must be able to:
 - (i) Respond to his/her name and recognize visually his/her name.
 - (ii) Identify his/her medication
 - (iii) Measure, pour and administer the prescribed dosage if the prescribed dosage has not been prepared by the school nurse.
 - (iv) Demonstrate a cooperative attitude in all aspects of self-administration of medication.

Personnel who are permitted to monitor student self-administration of medication shall:

- (i) Be able to read the medication label in the language in which the medication label is written and be able to follow the label directions.
 - (ii) Demonstrate the ability to perform safely the following tasks:
 - (A) Remind the student when to take the medication.
 - (B) Obtain the medication.
 - (C) Procure water for taking oral medication.
 - (D) Open the container/bottle if necessary.
 - (E) Place the container(s) of medication in close proximity to the individual.
 - (F) Sign the medication sheet.
 - (iii) Be able to recognize any changes in a student's appearance and/or behavior which need to be communicated to the school nurse.
- f. The school nurse is responsible for maintaining an individual medication file for each student taking medication during school hours. The file shall be kept in a designated location and shall include the information required by this policy.