

Taos Integrated School of the Arts Administering Medicines to Students (Medication Procedures)

Prescription Drugs

For occasions when it is necessary for a student to receive a prescription drug during the school day, the following procedure has been established to ensure the protection of the school and the student and to assure compliance with existing rules and regulations:

Administration by school Personnel:

- The medication must be prescribed by a physician
- The parent or guardian must provide written permission to administer the medicine to the student. Appropriate forms are available from the school office.
- The medication must come to the school office in the prescription container as put up by the pharmacist. Written directions from the physician or pharmacist must state the name of the patient, the name of the medicine, the dosage, the time it is to be given and in the case of asthma or anaphylaxis episodes, a written treatment plan for managing asthma or anaphylaxis episodes of the student to or from school or school-sponsored activities.
- An administrator may designate a school employee to administer the medication.
- Each administration of prescription drugs must be documented, making a record of the student having received the medication.
- Drugs must be kept in their original containers in a locked medicine cabinet.

Self-Administration

- When the physician feels it is necessary for the student to carry and self-administer the medication, the physician shall provide written recommendations, to be attached to the signed parent permission form.
- The parent or guardian must provide written permission for the student to self-administer and carry the medication. Appropriate forms are available from the school office.

- The child must demonstrate the ability to self administer to the medication provider and school nurse or other school personnel.
- The medication must come in the prescription container as put up by the pharmacist.

Asthma medication and emergency anaphylaxis self-administration

- When a physician feels it is necessary for the student to carry and self-administer either of these medications, the physician shall provide written recommendations, to be attached to the signed parent permission form, including a written treatment plan for managing asthma or anaphylaxis episodes; and
- Backup medication may be provided by the parent. Such medication must come in the prescription container as prepared by the pharmacist with a written permission to administer on an emergency basis from a parent and shall be kept in a locked area in the office.

Over-the-Counter Medication

- When it is necessary for a student to receive a medicine that does not require a prescription order but is sold, offered, promoted and advertised to the general public, the following procedure has been established to ensure the protection of the school and the student:
 - ***Administration by school personnel***
- Written permission must be provided by the parent or guardian for the administration of specific over-the-counter medications (OCM).
- Any OCM drug or medicine sent by the parent to be administered to a student must come to the school office in the original manufacturer's packaging with all directions, dosages, compound contents, and proportions clearly marked. If OCM is from school stores the nurse or designee must contact the parent to confirm permission to administer and dosage that may be given in what time period.
- An administrator may designate a school employee to administer a specific OCM *provided by the parent or guardian*.
- Each instance of administration of an OCM drug must be documented in the daily log.
- OCM must be kept in their original containers in a locked medicine cabinet.

Self-Administration

- Written permission must be provided by the parent or guardian for the administration of specific OCM drugs by the student.
- All OCM medications for self administration must be kept in a locked cabinet designated by the administration unless special permission is obtained for the students to carry the medication.
- OCM drugs or medicine sent by the parent to be administered by the student must be kept by the student in the original manufacturer's packaging, with all directions, dosages, compound contents, and proportions clearly marked.
- *Necessity* for self-administration of an OCM drug or medicine shall be determined by the student's physician and must be verified by a signed physician's statement attached to the parent or guardian permission form, indicating the specific drug or medicine.

Protection of Students

Use or administration of medication on school premises may be disallowed or strictly limited if it is determined by the Superintendent, in consultation with medical personnel, that a threat of abuse or misuse of the medicine may pose a risk of harm to a member of the student population.

The student shall take extraordinary precautions to keep secure any medication or drug, and under no circumstances shall make available, provide, or give the item to another person. The student shall immediately report the loss or theft of any medication brought onto school campus. Violation of this regulation may subject the student to disciplinary action.