

Administering Medicines and First Aid to Students

Board Policy: SA-12
Adopted: May 08, 1995
Revised: December 08, 2008

I. General Policy Statement

The Board discourages the practice of students taking prescription or non-prescription medication during the school day. However, if oral, topical, inhaled, or injected medication must be taken during school hours, the system policy and procedures must be followed.

II. Regulations

A. Prescription Medicines

1. Cooperatively with teachers and the school nurse, each principal shall develop a written procedure for administering medication at his/her site that is protective of teacher's time and least disruptive to students;
2. Each school's procedures will include who is responsible (with back-up) for dispensing medication;
3. A signed physician and or parental request for the administration of medicine is to be kept by the school;
4. All medications given are to arrive at school in an original container with label and are to be recorded in a log; the log must be maintained by the school for reference;
5. Medications are to be locked in a secure place (exception is given for students who must keep inhalers and/or epinephrine auto-injectors with them at all times); those requiring refrigeration may be kept in a restricted student-flow area (teacher's lounge);
6. Each school is to inform parents of both the school system's policy and specific site procedures.

B. Non-prescription Medicines

1. Cooperatively with teachers and the school nurse, each principal shall develop a written procedure for administering non-prescription medication at his/her site that is protective of teacher's time and least disruptive to students;
2. Each school's procedures will include who is responsible (with back-up) for dispensing medication;
3. Non-prescription medications are to be locked in a secure place;
4. All medications given are to arrive at school in an original container with label and are to be recorded in a log; the log must be maintained by the school for reference;
5. The school's designee(s) may administer non-prescription medication to pupils if a signed authorization form from the parent/ guardian identifying the medication and reason for taking it is on hand;
6. Each school is to inform parents of both the school system's policy and specific site procedures.

C. First Aid

1. Non-emergency First Aid
Cooperatively with teachers and the school nurse, each principal shall develop a written procedure for administering non-emergency first aid at his/her site that is protective of teacher's time and least disruptive to students. Parents are to be informed of the school's procedures.
2. Emergency First Aid
Student/public accidents are those incidents requiring more than first aid attention (medical attention) and occur while they are under the jurisdiction of the school. School accidents are those which occur while students or the general public are on school property, in school

buildings, in community-based school programs, or on the way to or from school. In the event of an accident resulting in injury, the following steps shall be followed:

- a. The attending teacher will quickly assess the injury.
- b. The School Nurse or First Aid Responder for the school will be summoned and the principal/designee notified.
- c. Efforts shall be made to immediately inform parents or guardians of the student.
- d. If accident occurs after normal hours, location of on-site personnel with medical training will be determined and summoned if available. Emergency personnel will be requested through 911 if needed.
- e. A student/public accident report form shall be completed. One copy remains on file at the school and one will be sent to the central office.

D. Student Self-Administering Asthma Medications

The Board recognizes that students with asthma or a student subject to anaphylactic reactions may need to possess and self-administer asthma medications while attending school. As used in this policy and through state law, “asthma medication” means a medicine prescribed for the treatment of asthma or anaphylactic reactions and includes a prescribed asthma inhaler or epinephrine auto-injector. Before a student will be allowed to self-administer medicine, the following requirements must be met:

1. The student’s parent or guardian must provide the school:
 - a. Written authorization from the student’s parents or guardian for the student to possess and self-administer medication.
 - b. A written statement from the student’s health care practitioner verifying that the student has asthma and/or an allergy that could result in anaphylactic reaction, that the student has medication for use at school, and that the student understands and has the skill to self-administration the asthma medication.
 - c. A written plan and written emergency protocol formulated by the prescribing health care practitioner for managing the student’s asthma or anaphylaxis episodes and for medication use by the student.
 - d. A signed statement provided by the school district that the student’s parent or guardian acknowledges that the board of education and its agents are not liable for injury arising from the student’s possession and self-administration of asthma medication.
2. The student must demonstrate to the school nurse the skill level necessary to use asthma medication and any accompanying device.
3. The student’s parent or guardian must provide backup asthma medication to the school and the school must keep this medication in a location to which the student has immediate access in the event of an asthma or anaphylaxis emergency.
4. All information provided to the school by the parent or guardian shall be kept on file in an easily accessible location.
5. A student who uses asthma medication in a manner other than as prescribed will be subject to disciplinary action according to the school’s disciplinary policy. This disciplinary action will not limit or restrict the student’s immediate access to the medication.
6. Any permission granted by the school for a student to possess and self-administer asthma medication will be effective only for the same school, for 365 days and must be renewed annually.
7. The Board does not assume any responsibility for the administration of drugs or medication to a student by the student, the student’s parent or legal custodian or any other person who is not authorized by this policy to administer medications to students.

Legal References: G.S. 115C-36, -307(c), -375.2, IDEA – 20 U.S.C. 1400 *et seq.*; ADA – 42 U.S.C. 12101; FERPA – 20 U.S.C. 1232g; Section 504 Act of 1973 –29 U.S.C. 794