

**AMEND BOARD REPORT 02-0724-PO01**  
**AMEND BOARD REPORT 97-0326-PO3**  
**POLICY REGARDING ADMINISTRATION OF MEDICATION DURING SCHOOL HOURS**

**The Chief Executive Officer Recommends:**

Administration of Medication during School Hours, Board Report 02-0724-PO01.

**PURPOSE:** ~~The purpose of this Policy is to update and amend present practices to bring them into conformity with state guidelines regarding the administration of medication to students during school hours.~~

**PRESENT POLICY:** ~~Board Report 97-0326-PO3~~

**HISTORY OF BOARD ACTION:** ~~On September 24, 1991, the Board adopted a policy relative to the administration of medication to students during school hours. On March 27, 1999,~~

professional nurse who holds a Type 73 School Service Personnel Certificate (with an endorsement in school nursing ~~and~~ or who was employed ~~in~~ by the school district ~~of current employment~~ before July 1, 1976.)

- C. **Controlled Substance** as used in this policy means a drug, substance or immediate precursor as listed in the Illinois Controlled Substance Act.
- D. **Related Health/Nursing Services Plan** as used in this policy means the plan (contained within a Section 504 Plan or Individualized Education Plan ("IEP")) that is ~~required~~ necessary for all students who require medication and/or treatment while in school attendance. ~~The related health/nursing services plan is~~

emergency number. These forms must be made available to the local schools. Forms may be duplicated at the schools. Medication will not be administered ~~unless these forms are properly completed and received.~~

**B. Review of Request: The CSN, ~~RN~~ HSN or principal or principal's designee shall**

the licensed physician for a student to be given or to self-administer medication during school hours. ~~The CSN or RN shall forward the request to the principal.~~ The CSN or ~~RN~~ HSN will confer with the licensed physician and ~~grant permission for a student needing medication during the school hours.~~

III of this policy, all medication, and devices and equipment, (e.g. nebulizers or inhalers) must be personally delivered to the school by the parent(s)/guardian(s). The student shall not bring the medication to school.

The parent(s)/guardian(s) is responsible for providing all medications for his/her

child. The parent(s)/guardian(s) shall be responsible for all refills of medication.

**D. F. Changes in Medication:** The child's physician and the parent(s)/guardian(s) must notify the school principal or principal's designee and OSM or PM/ICM in writing

if a medication is to be discontinued. In order to change the dosage, or medication or administration times, the parent(s)/guardian(s) must obtain submit

**H. J. IEP and 504 Plan Meetings:**

(1) All students with an IEP or 504 Plan who require medication during school hours must have a related health/nursing services plan that addresses how medication will be handled by school personnel.

**+** (2) A Section 504 or IEP meeting must be (re)convened if medication will not be administered during school hours for one of the following reasons:

- ~~1-~~ (a) parent(s)/guardian(s) fail to provide required forms;
- ~~2-~~ (b) parent(s)/guardian(s) refuse the school access to physician and/or necessary medical records;
- ~~3-~~ (c) the nurse and student's physician agree it is not medically necessary for the medication to be administered during regular school hours and school related activities

- A. Parental Request: The parent(s) or guardian(s) of the student must provide to the school written authorization for the student's self-administration of medication in

acknowledging that the Board is to incur no liability, except for willful and wanton conduct, as a result of any injury arising from the self-administration of medication by the student, and that the parent(s) or guardian(s) must indemnify and hold harmless the Board and its employees and agents against any claims, except a claim based on willful and wanton conduct, arising out of the self-administration of medication by the student.

- E. Student Behavior: If school personnel observe a student giving his/her emergency medication (inhaler, epi pen or other medication) to other students or

to discipline in accordance with the Student Code of Conduct. Further, the student's 504 Plan or IEP team shall consider developing or modifying a

**V. ADDITIONAL PROCEDURES FOR STUDENTS TO CARRY EPINEPHRINE AUTO-INJECTOR ("EPI PEN") AT SCHOOL**

For students to carry an epi pen with them at school, in addition to the requirements previously described herein, the following must occur:

- A. Notification Procedures: The teacher or other school personnel who observes a student self-administering with an epi pen shall immediately notify the Principal for appropriate emergency response.

**VI. EPI PEN PROTOCOL AND ADDITIONAL PROCEDURES FOR OTHER INDIVIDUAL EMERGENCY MEDICATIONS**

- A. Staff Training: CSNs will be responsible for providing training to school staff and principal/designee regarding administration of Epi Pen, and other emergency medications by school personnel.
- B. Approval: Except as to students otherwise authorized under sections IV and V above, students ~~Students should~~ will be evaluated on an individual basis regarding the need to carry emergency medication. A written statement signed by the student's physician and parent or guardian verifying the necessity and student's ability to self-administer the medication properly or have it administered

by appropriate school staff should be on file in the student's health folder and Student Health Services.

- C. Notification Procedures: The teacher or other school personnel who observes a



FOR REFERENCE: 105 U.S. 1011 - 1012 (Missis. Student Records Act); 105 U.S. 540