

SOUTH BURLINGTON SCHOOL DISTRICT

**MEDICATION ADMINISTRATION
ADMINISTRATIVE PROCEDURES**

The South Burlington School Board recognizes that many children are able to attend school regularly because of the effective use of medication in the treatment of acute and life threatening chronic disabilities or illnesses.

When possible, medication is expected to be administered in the home. Any student required to take medication while attending school is required to do so strictly in compliance with these procedures.

For students under the age of 16 years, all prescription medications must be provided to the school nurse by an adult, in the original container, appropriately labeled by the pharmacy. Students over the age of 16 years may bring prescription medications, except controlled-schedule 2 drugs, to the school nurse in the original container appropriately labeled by the pharmacy.

All prescribed controlled-schedule 2 (e.g., Ritalin, PCP, Pure Opioid agonists: Pethidine or Meperidine) drugs as listed in the Federal Drug Enforcement Agency (FDEA) Regulations must be delivered to the school nurse by the student's parent/guardian or another responsible adult. All such drugs shall be retained in the custody of the school nurse or his/her designee, and shall be administered by the school nurse.

Any child with a life threatening chronic illness or allergy shall have an emergency medical health care plan written and communicated to the parents by the school nurse. Students over the age 18 shall be provided a copy of the health care plan by the school nurse. A copy of the student's health record will be reviewed with the parent and a copy will be provided to the teacher and building administrator. Annually, the schools will send out emergency cards to supplement registration health forms completed at time of registration. (Attached)

It is the practice of the elementary school nurses to NOT administer over the counter stock medication to elementary age students (i.e. acetaminophen and ibuprofen). However, if a parent/guardian provides such medication to the school nurse, with a note, the school nurse may administer such medication on a short-term basis. This information is clearly written in our elementary family handbook under health services.

School nurses at the middle and high schools will only administer stock medications after receiving written permission from a parent/guardian on the attached forms. The administration of all stock medication as well as medication provided by the parent/guardian is documented in a health logbook. The administration of all medication follows the guidelines set forth by the Nurse Practice Act.

The school nurse is trained and experienced in providing first aid care for any injury such as band-aids and low-level first aid. Furthermore, it is the responsibility, and within the scope of practice for the school nurse to assess and triage all injuries to determine the appropriate level of care and treatment. When necessary, referral for treatment and/or follow up is made, and parent or guardian is contacted. If an injury has occurred on school property, an appropriate accident report is completed and filed. All school nurses also have various supplies for menstrual care available in the health offices.

Students who need to self-administer other medication while at school, on school grounds, at school-sponsored activities, on school-provided transportation, and during school-related programs may carry such medication (e.g., asthma inhalers, insulin, severe allergic reaction injections – Epi-Pen and anti-convulsives). Students may self-administer this medication under the supervision of assigned school personnel, provided the following conditions are met: (1) the student is physically, mentally, and behaviorally capable, in the written opinion of the parent, physician, and the school nurse, to assume that responsibility; (2) the medication is necessary to the student's health and must be taken during school hours; (3) written physician orders are on file with the school nurse; (4) the student has successfully demonstrated self-administration of the medication to the school nurse; and (5) supervision is provided by the school nurse, or by designated school personnel.

ADMINISTRATIVE GUIDELINES

- 1) Written orders from a physician must be submitted to the school nurse detailing the name of the student, the prescribed drug, dosage, reason for giving, and time medication is to be taken. The school nurse must receive these orders before the medication can be given.
- 2) Written permission from the parent or guardian requesting that the school district comply with the physician's order must be submitted to the school nurse.
- 3) Non-prescription medication must be in its original container and will be administered only after written permission from the parent/guardian is submitted to the school nurse. This will be for short-term use only. Ongoing use of non-prescription medication will require written orders from a physician. Non-prescription medication must be left at the health office.
- 4) Medication must be stored in a locked cabinet in the health office. If refrigeration is required, medication shall be kept in a secure location in the health office. The student under the conditions specified by the school nurse may retain self-administered medications.
- 5) Unused medication shall be returned to parent/guardian for disposition, or destroyed appropriately.

- 6) Any long-term prescription order must be renewed at the beginning of each school year.
- 7) All medication will be administered in accordance with the Vermont School Health Services: Standards of Practice Manual 2005.
- 8) After consultation with the principal or administrator responsible for a given school, the school nurse shall select, train and supervise the specific individuals, who may be designated to administer non-prescription and prescription medications. When necessary the school nurse may rescind such selection.
- 9) It is the responsibility of the school nurse to maintain communication with the student, parent/guardian, and physician regarding the efficacy of any administered medication.

[ELEMENTARY SCHOOL EMERGENCY CONTACT UPDATE \(Attachment 1\)](#)

[SOUTH BURLINGTON HIGH SCHOOL HEALTH UPDATE \(Attachment 2\)](#)

[FREDERICK H. TUTTLE MIDDLE SCHOOL HEALTH UPDATE \(Attachment 3\)](#)

SOUTH BURLINGTON SCHOOL SYSTEM
PERMISSION FOR MEDICATION

Name of Student School Grade

Medication:

Dosage:

Directions:

Reasons for Giving:

Signature of Physician *

I hereby give my permission for _____ to take the above
Name of Student

prescription (medication) at school as ordered.

Signature of Parent or Guardian

Date

N.B. No medication will be given at school until the school receives this completed form with the prescribed medication in the original container appropriately labeled by the pharmacy.

***Non-prescription medication does not require a physician's signature unless it is for ongoing long-term use.**