

**WINSLOW PUBLIC SCHOOLS
25 MESSALONSKEE AVENUE
WATERVILLE, ME 04901**

ADMINISTERING MEDICATION TO STUDENTS

The Winslow School Committee acknowledges that in certain instances it may be necessary for a student to have medication administered to him/her while in attendance at school. Although the School Committee discourages the administration of medication on school premises where other options exist, it shall not deny educational opportunities to students requiring the administration of medication in order to participate in the school program and/or where there are no other options.

I. PARENT/LEGAL GUARDIAN WRITTEN REQUEST

In the event that no alternative exists, the parent/legal guardian may request in writing that medication be administered to the student during the school day. Such written request shall provide for an acknowledgment and agreement that unlicensed personnel may administer the medication as per physician's instructions. In addition, such a request shall indicate that information regarding the student's medication may be shared with appropriate school personnel. Parents may, if they so choose, reveal the reason (diagnosis) for the administration of medication; however, the provision of such information is optional and disclosure shall not be compelled.

II. PHYSICIAN'S ORDER

Parental requests must be accompanied by a written order from the student's physician/medical practitioner or dentist, substantiating the fact that the administration of a particular medication during the school day is necessary for the pupil's health and attendance in school. Such order shall state any unique administration procedure, if appropriate. Such order shall also include:

- A. The nature (e.g., liquid, tablet) and amount of the medication provided to the school;
- B. The individual dosage;
- C. The specific frequency with which the medication is to be administered;
- D. The length of time for which the medicine is prescribed—no longer than for the current school year;
- E. Any possible side effects of the medication; and
- F. The medical personnel to be notified in the event complications arise with the administration of medication, including missed medication and, if appropriate, how to reach those persons to be notified.

III. INSUFFICIENT INFORMATION AND REQUESTS FOR LICENSED PERSONNEL

In those circumstances where the nurse or designated school official believes that the prescription does not provide sufficient specificity on when it should be administered or when the physician has designated that he/she does not want the medication administered by unlicensed personnel at the school, the school nurse or designated school official shall be immediately informed and shall schedule a meeting of the nurse, the building administrator, the parent(s) and other appropriate professionals to discuss alternative options for administration of medication for the student.

IV. MISCELLANEOUS PROVISIONS

- A. All medication shall be delivered to the school in its original container by the student's parent/legal guardian. In the event this is not practical, the parent/legal guardian will contact the school in order to make alternate arrangements.
- B. Only a limited, necessary supply can be kept in the school. Medication no longer required must be removed by the parent/legal guardian. Furthermore, it shall be the parent's responsibility to notify the school of any changes in or the discontinuation of a prescribed medication that is being administered to the child in school.
- C. All medication will be appropriately maintained and secured by the school nurse or designated school official.
- D. School staff administering the medication shall document each instance medication is administered including the date, time and dosage given.
- E. The school nurse or designated school official shall maintain a record including the physician and parent/legal guardian request, details of the specific medication(s), dosage and timing of medication and a notation of each instance of administration of medication.
- F. Any changes to the following shall require new written requests/orders as applicable:
 - 1. Information on original physician's written order;
 - 2. Health care provider(s);
 - 3. Any unique procedures for the administration of medication;
 - 4. Condition of the child; and
 - 5. Any changes in types and dosage.
- G. Students shall not be permitted to carry and self-administer prescription medicine in school except under very special circumstances—as requested and described by the student's physician or dentist and approved by the school nurse or designated school official and school medical personnel *[such as in the case of a responsible, adequately instructed asthmatic/allergic student given special permission to carry an inhaler and self-medicate]*.
- H. To the extent legally permissible, staff members may be provided with information regarding medication and its administration as may be in the student's best

interest.

- I. The principal and school medical personnel will monitor compliance with this policy and administrative procedures.

[Please Note: The School Committee disclaims any and all responsibility for the diagnosis, prescription of treatment and administration of medication for any student. For purposes of this policy, "medication" shall include all medicine prescribed by a physician/medical practitioner/dentist for a particular student.]