

ADMINISTERING MEDICINES TO STUDENTS

School personnel are not legally obligated to administer medication to any child; therefore, the principal or designee may consider dispensing medication that cannot be scheduled for other than school hours, only if all of the following conditions are met.

1. The principal or designee must receive a written request, completed by the parent and physician to include all information requested before any medication can be administered. This includes prescription and over the counter medication (ex. cough drops, Tylenol, cough syrup, etc.)..
2. Medication must be brought to the school office/clinic, where it will be stored, and must be in the container in which it was dispensed or purchased with complete directions.
3. During school hours, students will be responsible for reporting to the office at the appointed time for their medication.
4. Changes in medication during the school year require an updated medication form to be completed by the parent and physician. The parent is responsible to notify the school if medication is discontinued. A new request is required each school year.
5. The principal or designee is authorized to discuss with the physician or pharmacist, any information needed for the administration of said medication.
6. School personnel are not responsible for medication brought to school that does not fulfill the school policy requirements.
7. All remaining medication must be claimed by the last school day within the current year or it will be discarded.
8. In some special circumstances (ex. inhalers and EpiPens), parents may request the medication be in the child's possession by signing the specific release included on the appropriate medication form.
9. Oral and inhaled medication, when carried on a field trip, will be stored and administered by school personnel.

Trained school personnel shall be designated by the building to administer, record and store the said medication.

INJECTABLE MEDICATION

School personnel are not legally obligated to administer injectable medication to any child, therefore, the principal or designee may consider dispensing medication only if the following conditions have been met.

1. School nurses are not available in every school. In the absence of the nurse, the child or one of the persons trained by the nurse may give the injection. (Therefore, ONLY an Auto-Injectable medication will be accepted, such as, EpiPen or EpiPen Jr.)
2. The principal or designee must receive written authorization completed by the parent and physician to include all information requested. This must be completed before the medication will be accepted.
3. Medication must be brought to the school office/clinic, where it will be stored unless special permission to do otherwise is granted by the principal or designee. It must be in the container in which it was dispensed, including child's name, date and complete directions.
4. Students will be responsible to report any sting to school personnel and inform them of their possible allergic condition.
5. The principal or designee is authorized to discuss with the physician or pharmacist any information needed for the administration of said medication.
6. The parent will be responsible for replacing medication before the date of expiration.
7. The parent must notify the school, in writing, of any changes concerning this medication. In the event of such a change a new form completed by the physician and parent will be required.
8. In the event an injection is given, the Emergency Squad will be called.
9. School personnel will not be responsible for medication not claimed at the end of the current school year.

Special Considerations/Privileges

1. Students needing to have medication accessible may carry the EpiPen on the bus. The parent or guardian is responsible for notifying the bus driver and the school principal or school nurse so that specific guidelines for carrying and using the EpiPen can be given to the bus driver and child. The parent assumes the responsibility to have the EpiPen on the bus with the student. The student is not to take the EpiPen from its carrier, unless he/she is stung; the student shall not allow other students to take the EpiPen from its carrier.
2. Parents are responsible for directing walking students, should the student be stung on the way to or from school and not have the EpiPen accessible. Students who must carry the EpiPen with them while walking to/from school must follow the guidelines as outlined in #1 above.
3. In the event of a field trip and the parent wishes the EpiPen to be carried, the parents must indicate to the teacher in writing on that specific field trip permission form. The parent shall provide means for the student to carry the EpiPen (such as a belt pack).
4. If a student needs the EpiPen accessible at school activities outside school hours (sports, etc.) the parent is responsible for contacting the principal and school personnel in charge of that event to make special arrangements.

[Adoption date: January 10, 1989]
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[Re-adoption date: February 13, 1996]
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LEGAL REFS.: ORC 2305.23; 2305.231
3313.712; 3313.713
OAC 3301-35-03

CROSS REF.: EBBA, First Aid

REGULATIONS FOR ADMINISTRATION OF ORAL MEDICATION

School personnel are not legally obligated to administer medication to any child; therefore, the principal or designee may consider dispensing medication that cannot be scheduled for other than school hours, only if all of the following conditions are met.

1. The principal or designee must receive a written request, completed by the parent and physician to include all information requested before any medication can be administered. This includes prescription and over the counter medication (example: cough drops, Tylenol, cough syrup, etc.).
2. Only oral medications or those topical route, including ear and eye drops to be instilled, will be accepted. (Emergency injections for insect sting allergies will be accepted in accordance with the emergency injection policy. The authorization form is available upon request.)
3. Medication must be brought to the school office/clinic, where it will be stored, and must be in the container in which it was dispensed or purchased with complete directions.
4. Parents should give the morning dose at home so the next dose will be during the child's lunch time, if at all possible.
5. Students will be responsible for reporting to the office at the appointed time for their medication.
6. Changes in medication during the school year require an updated medication form to be completed by the parent and physician. The parent is responsible to notify the school if medication is discontinued. A new request is required each school year.
7. The principal or designee is authorized to discuss with the physician or pharmacist, any information needed for the administration of said medication.
8. School personnel are not responsible for medication brought to school that does not fulfill the school policy requirements.
9. All remaining medication must be claimed by the last school day within the current year or it will be discarded.

Trained school personnel shall be designated by the building to administer, record and store the said medication.

[Adoption date: July 13, 1999]

(Revised 12/99 - only slight typographical changes made)

Tecumseh Local School District, New Carlisle, Ohio

**REGULATIONS FOR ADMINISTRATION OF
INJECTABLE MEDICATION FOR EMERGENCIES**

School personnel are not legally obligated to administer injectable medication to any child, therefore, the principal or designee may consider dispensing medication only if the following conditions have been met.

1. School nurses are not available in every school. In the absence of the nurse, the child or one of the persons trained by the nurse may give the injection. (Therefore, ONLY an Auto-injectable medication will be accepted, such as EpiPen or EpiPen JR.)
2. The principal or designee must receive written authorization completed by the parent and physician to include all information requested. This must be completed before the medication will be administered.
3. Medication must be brought to the school office/clinic, where it will be stored unless special permission to do otherwise is granted by the principal or designee. It must be in the container in which it was dispensed, including child's name, date and complete directions.
4. Students will be responsible to report any sting to school personnel and inform them of their possible allergic reaction.
5. The principal or designee is authorized to discuss with the physician or pharmacist any information needed for the administration of said medication.
6. The parent will be responsible for replacing medication before the date of expiration.
7. The parent must notify the school, in writing, of any changes concerning this medication. In the event of such a change, a new form completed by the physician and parent will be required. A new request is required each school year.
8. In the event an injection is given, the Emergency Squad will be called.
9. School personnel will not be responsible for medication not claimed at the end of the current school year.

Special Consideration/Privileges for Injectable EpiPens

1. Students needing to have medication accessible may carry the EpiPen on the bus. The parent or guardian is responsible for notifying the bus driver and the school principal or school nurse, so that specific guidelines for carrying and using the EpiPen can be given to the bus driver and child. The parent assumes the responsibility to have the EpiPen on the bus with the student. The student is not to take the EpiPen from its carrier, unless an injection is needed; the student shall not allow students to take the EpiPen from its carrier.
2. Parents are responsible for directing walking students, should the student require an injection on the way to or from school and do not have the EpiPen accessible. Students who must carry the EpiPen with them while walking to/from school must follow the guidelines as outlined in #1 above.
3. In the event of a field trip and the parent wishes the EpiPen to be carried, the parents must indicate to the teacher in writing on that specific field trip permission form. The parent shall provide means for the student to carry the EpiPen (such as a belt pack).
4. If a student needs the EpiPen accessible at school activities outside the school hours (sports, etc.), the parent is responsible for contacting the principal and school personnel in charge of that event to make special arrangements.

[Adoption Date: July 13, 1999]

[Adoption Date: May 30, 2000]

Tecumseh Local School District, New Carlisle, Ohio

REGULATIONS FOR ADMINISTRATION OF INHALED MEDICATION

School personnel are not legally obligated to administer medication to any child; therefore, the principal or designee may consider dispensing medication that cannot be scheduled for other than school hours, only if all of the following conditions are met.

1. The principal or designee must receive a written request, completed by the parent and physician to include all information requested before any medication can be administered. This includes prescription and over the counter medication.
2. Medication must be brought to the school office/clinic, where it will be stored, and must be in the container in which it was dispensed or purchased with complete directions.
3. Students will be responsible for reporting to the office at the appointed time for their medication.
4. Changes in medication during the school year require an updated medication form to be completed by the parent and physician. The parent is responsible to notify the school if medication is discontinued. A new request is required each school year.
5. The principal or designee is authorized to discuss with the physician or pharmacist, any information needed for the administration of said medication.
6. School personnel are not responsible for medication brought to school that does not fulfill the school policy requirements.
7. All remaining medication must be claimed by the last school day within the current year or it will be discarded.
8. In some circumstances, parents may request the medication be in the child's possession by signing the specific release included on the medication permission form.

Trained school personnel shall be designated by the building to administer, record and store the said medication.

[Adoption date: July 13, 1999]
(Revised 12/99 - only slight typographical changes made)

Tecumseh Local School District, New Carlisle, Ohio