

# Medications At Canyon Creek School

The Board will permit administration of medication to students in schools in its jurisdiction. A school nurse (who has successfully completed specific training in administration of medication), pursuant to written authorization of a physician or dentist and that of a parent, an individual who has executed a caretaker relative educational authorization affidavit, or guardian, may administer medication to any student in the school or may delegate this task pursuant to Montana law. Further policy information regarding medication use in school is located in Board Policy 3416.

## **PROCEDURES FOR ADMINISTERING MEDICATION TO STUDENTS:**

At the beginning of each school year, the school nurse shall consult with the Superintendent to identify school personnel who will supervise and/or administer medications. All personnel must be trained by the school nurse prior to the start of this duty. The school nurse will utilize and complete the "Inservice Guidelines for Supervision and/or Administration of Medication."

Students with allergies or asthma may be authorized by the Superintendent, in consultation with medical personnel, to possess and self-administer emergency medication during the school day, field trips, or other school sponsored activities. Further information regarding self-administering of medication is found in Policy 3416.

When a child requires the medication to be administered, the parent/guardian/caretaker relative needs to give the school time to prepare trained personnel. The parent will submit a completed "Permission Form for Administration of Medication in Schools" form for all prescription and non-prescription medications. A physician's signature is required for all prescription medications, and upon request at the discretion of the school nurse for non-prescription medication.

The parent or another responsible adult must deliver medication to the school office in person. The date and amount of medication received will be recorded on the student's/school's medication record.

The parent/guardian/caretaker relative will submit a completed "Request for Self-Administration of Medication in Schools" form for all prescription and non-prescription medications prior to school personnel beginning supervision of medication. A physician's signature will be required for all prescription medication use when it must be taken longer than two weeks and upon discretion of the school nurse for non-prescription medication.

Prescription medication must be brought to school in the original prescription bottle with a pharmacy label including child's name, name of medication, dosage, time to be taken, duration of time to be taken, and physician's name.

Non-prescription medications must be in the original container labeled with child's name, name of medication, dosage, time of day to be taken, duration of time to be taken, and parent's signature.

To avoid adverse medication reactions at school, the first dose of medication must be administered at home.

All medication stored at school will be kept in a medicine cabinet. Access to stored medication will be limited to persons who have been trained in supervision and administration of medication. Each school

will maintain training forms of those persons authorized by delegation from the school nurse to administer medications.

Students with allergies or asthma may be authorized by the Superintendent, in consultation with medical personnel, to possess and self-administer emergency medication during the school day, during field trips, school-sponsored events, or while on a school bus. The student shall be authorized to possess and self-administer medication only if the conditions outlined in Board Policy 3416 are followed.

At the end of the school year, the parent/guardian/caretaker relative is expected to pick up the remaining medication with prior notification. If the parent does not pick up medication after school is out, any unused or discontinued medication will be destroyed. Two staff personnel will destroy medication, record the amount, and both sign the medication sheet.

**NOTE: MEDICATIONS MUST BE TRANSPORTED TO AND FROM THE SCHOOL BY A DESIGNATED ADULT**  
**ALLERGIC REACTION PROCEDURE**

This procedure applies to students or staff exposed to environmental allergens causing a serious allergic reaction. Allergens may include, for example, insect or bee stings and food allergies.

Notify the school secretary of allergies. She will, in turn, notify the Superintendent and the school nurse.

If the person exposed to the allergen is **KNOWN TO BE ALLERGIC**:

Administer EPIPEN injection (if available) according to directions on the container and immediately call 9-1-1.

If the student is authorized to possess and self-administer the EPIPEN, the student shall immediately after administering the EPIPEN report to the school nurse or other authorized adult at the school of incident and the adult will make a 9-1-1 emergency call.

Administer additional medication, such as Benadryl, if provided, for known allergic student. Keep the person as quiet as possible and under direct observation.

If the person exposed to the allergen is **NOT** known to be allergic:

Observe for signs of allergic reaction, including: swelling, generalized itching, restlessness, anxiety, hives  
pulse: weak and rapid skin: cold, clammy color pale to grayish sweating: may be profuse breathing:  
shallow, labored, may be irregular or gasping thirst: may also have nausea and/or vomiting eyes: appear  
dull and lusterless blood pressure: falls gradually and steadily in cases of rapidly developing shock, the  
person may faint

**IF ANY OF THESE SYMPTOMS ARE PRESENT,**

**FOLLOW THE PROCEDURE IN #2 ABOVE.** In case of BEE/INSECT STING without symptoms:

Remove stinger if applicable. Do not squeeze the area in attempting to do this.

Apply ice to the sting site.

Keep under direct observation for twenty (20) minutes