

## **Policy JLCD- Administering Medicines to Students**

Nurse Practitioners practicing in Denver Public Schools that are housed in School Based Health Centers, may prescribe medication for a student. No other employee of the Denver Public Schools shall prescribe medication.

Medication will be given when a parent specifically makes a request and completes the STUDENT MEDICATION REQUEST RELEASE AGREEMENT/ PHYSICIAN'S ORDER FOR MEDICATION.

A safe and appropriate method of carrying out this request shall be developed by Nursing Services. It will be the responsibility of the school nurse to supervise the implementation of this policy. The parent's request must also be accompanied by a signed order from a licensed physician/nurse practitioner. This process must be followed for both prescription and over-the-counter medication. The order must include the name of the medication, dose, time, and route. A physician's/ Nurse Practitioner's order may be faxed.

A new request must be initiated for each medication and each change of medication order. This includes changes in medication, dose, time, or route. In addition, a new form with the Physician's/Nurse Practitioner's order must be signed at the beginning of each school year for each medication. (No medications shall be self administered in grades ECE through 5.)

Asthmatic students enrolled in grades 6 through 12 will be allowed to carry their inhalers when a parent specifically makes a request and completes the "STUDENT MEDICATION REQUEST RELEASE AGREEMENT/PHYSICIAN'S ORDER FOR MEDICATION."

Parents should be encouraged to have the student's medication given at times other than school hours. Only when necessary will the school assume the responsibility of administering prescribed medication.

If a parent sends medication to school requesting that the school give it, and the aforementioned form is not completed, the school nurse is the only one who can call the physician/nurse practitioner and take a verbal order over the phone. The completed form must be submitted by the parent before any further doses will be given at school.

Injectable medication will be given when the injection is ordered by a Physician/ Nurse Practitioner. At least two people in the school should be trained to administer ALL medication. Ongoing supervision will be provided by the school nurse.

The medication supplied by the parent/guardian must be in the bottle dispensed by a pharmacy. The pharmacy label must include: student's name, name of medication, how often the medication is to be given, the dosage, and when appropriate, the date the medication is to be stopped.

All medication must be retained in a locked cabinet that is firmly affixed to a wall. If the medication must be refrigerated, then the school nurse is responsible for establishing storage.

Medication cannot be stored in a refrigerator with food. The school nurse will notify the principal if there is a concern regarding this issue.

The proper disposal of unused medication is important. It is the responsibility of the parent to retrieve all unused medication from the school when the medication is discontinued, the school year ends, or the family transfers to another district. All medication left in the school will be disposed of by the school nurse.

An appropriate record of all medication dispersed by school personnel shall be documented and filed in the students health record.

School staffs are not permitted to recommend or require that a student be prescribed psychotropic medication(s) to attend school. School staffs must obtain prior written permission to implement behavioral testing; prior written agreement for the disclosure of results of applied testing, and prior written agreement for the disposition of results of testing from parents/guardians and students when applicable. All school staffs should discuss behavioral concerns with parents/guardians and may suggest to parents/guardians that consultation with appropriate health care providers may be beneficial to the student.

Adopted: September 1, 1956

Revised to conform with practice: February, 1994

Revised: April 13, 2000

Revised: October 2, 2003

#### LEGAL REFS.:

Colorado Nurse Practice Act, State Board of Nursing, 1995

Delegatory Clause to Colorado Nurse Practice Act, 1998

C.R.S. 12-38-102

C.R.S. 12-38-103 (4)

C.R.S. 12-38-108

Guidelines for School Medication Administration, 3rd Edition, 1998

Guidelines for the Administration of Medication in School, (RE9328), American Academy of Pediatrics, 92, (3), 1993, p 499-500