

## **Administering of Noninjectable Medicines by Students**

The district recognizes that administering of medication by students may be necessary when the failure to take such medication would jeopardize the health of the student or the student would not be able to attend school if medication was not made available during school hours. Consequently, students may be permitted to take noninjectable prescription or nonprescription medication at school, on a temporary or regular basis.

All requests for the student to self administer medication shall be made by the parent in writing. Requests shall include the written instructions of the physician for the administration of a prescription medication by a student or the written instructions of the parent for the administration of a nonprescription medication by a student. A prescription label will be deemed sufficient to meet the requirements for written physician instructions.

This policy and administrative regulation shall not prohibit, in any way, the administration of recognized first aid to students by district employees in accordance with established state law, Board policy and procedures.

The superintendent shall develop administrative regulations as needed to meet the requirements of law, Nevada Administrative Rules and for the implementation of this policy. Regulations will include provisions for student self-medication.

END OF POLICY

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Legal Reference(s): NRS 392-425

## **Administering of Noninjectable Medicines by Students**

Self-medication by students may be permitted in accordance with this regulation.

1. Definitions
  - a. "Prescription medication" means any noninjectable drug, chemical compound, suspension or preparation in suitable form for use as a curative or remedial substance taken either internally or externally by a student under the written direction of a physician. Prescription medication does not include dietary food supplements.
  - b. "Nonprescription medication" means only commercially prepared, non-alcohol-based medication to be taken at school that is necessary for the student to remain in school. This shall be limited to eye, nose and cough drops, cough suppressants, analgesics, decongestants, antihistamines, topical antibiotics, anti-inflammatories and antacids that do not require written or oral instructions from a physician. Nonprescription medication does not include dietary food supplements.
  - c. "Physician" means a doctor of medicine or osteopathy, a physician assistant licensed to practice by the Board of Medical Examiners for the state of Nevada, a nurse practitioner with prescriptive authority licensed by the Board of Nursing for the state of Nevada, a dentist licensed by the Board of Dentistry for the state of Nevada, an optometrist licensed by the Board of Optometry for the state of Nevada or a naturopathic physician licensed by the Board of Naturopathy for the state of Nevada. "Physician" also may include individuals licensed in the categories set out above by comparable licensing agencies in adjoining states.
  - d. "Student self-medication" means a student must be able to administer medication to himself/herself without requiring a trained school staff member to assist in the administration of the medication.
  - e. "Age-appropriate guidelines" means the student must be able to demonstrate the ability, developmentally and behaviorally, to self-medicate with permission from parent (guardian), building administrator, and in the case of a prescription medication, a physician.
2. Self-medication
  - a. A parent (guardian) permission form must be submitted for self-medication. In the case of prescription medication, permission from the physician is also required. Such permission may be indicated on the prescription label. Building principal permission is required for all self-medication requests.
  - b. Students who are developmentally and/or behaviorally unable to self-medicate will be provided assistance by designated school staff. A permission form and written instructions will be required as provided in Section 2. a. above;
  - c. All prescription and nonprescription medication must be kept in its appropriately labeled container, as follows:
    - (1) Prescription labels must specify the name of the student, name of the medication, dosage, route and frequency or time of administration and

- any other special instruction including student permission to self-medicate;
- (2) Nonprescription medication must have the student's name affixed to the original container.
  - d. Sharing and/or borrowing of medication with another student is strictly prohibited;
  3. Permission to self-medicate may be revoked if the student violates the Board's policy governing Administering of Noninjectable Medicines by Students and/or these regulations. Additionally, students may be subject to discipline, up to and including expulsion, as appropriate.
  4. Handling, Storage, Monitoring Medication Supplies
    - a. Medication administered by students must be delivered by the parent to the school accompanied by the permission form and written instructions, as required above.
    - b. Medication in capsule or tablet form and categorized as a sedative, stimulant, anticonvulsant, narcotic analgesic or psychotropic medication will be counted by designated school staff in the presence of another school employee upon receipt, documented in the student's medication log and routinely monitored during storage and administration. Discrepancies will be reported to the building principal immediately and documented in the student's medication log. For such medication not in capsule or tablet form, standard measuring and monitoring procedures will apply.
    - c. Students will follow the written instructions of the physician and parent and training guidelines as applicable for administering all forms of noninjectable medications.
    - d. Medication will be secured as follows:
      - (1) Nonrefrigerated medications will be stored in a locked cabinet, drawer or box
      - (2) Medications requiring refrigeration will be stored in a refrigerator.
      - (3) Access to medication storage keys will be limited to the building principal and designated school staff.
    - e. Designated school staff will be responsible for monitoring all medication supplies and for ensuring medication is secure at all times, not left unattended after administering and that the medication container is properly sealed and returned to storage.
  5. Emergency Response
    - a. Designated school staff will notify 911 or other appropriate emergency medical response systems and administer first aid, as necessary, in the event of life-threatening side effects that result from self-administered medication. The parent and building principal will be notified immediately.
    - b. Minor adverse reactions that result from self-administered medication will be reported to the parent immediately.
  6. Disposal of Medications
    - a. Medication not picked up by the parent at the end of the school year or within ten school days of the end of the medication period, whichever is earlier, will be disposed of by designated school staff in a nonrecoverable fashion as follows:
      - (1) Medication in capsule, tablet or liquid form will be flushed;
      - (2) Other medication will be disposed of in accordance with established training procedures.

- b. All medication will be disposed of by designated school staff in the presence of another school employee and documented as described in 7. a. below.
7. Documentation and Record Keeping
- a. A medication log will be maintained by each school site. The medication log will include, but not be limited to:
    - (1) The name, dose and route of medication administered, date, time of administration and name of the student self-administering the medication;
    - (2) Student complaints about medication;
    - (3) Errors in administration of medication<sup>1</sup>;
    - (4) Emergency and minor adverse reaction incidents;
    - (5) Discrepancies in medication supply;
    - (6) Disposal of medication including date, quantity, manner in which the medication was destroyed and the signature of the school staff involved.
  - b. All records relating to administration of medicines, including permission slips and written instructions, will be maintained in a separate medical file apart from the student's education records file unless otherwise related to the student's educational placement and/or individualized education program.
  - c. Student medical files will be kept confidential. Access shall be limited to those designated school staff authorized to supervise self-medication by students, the student and his/her parents. Information may be shared with school staff with a legitimate educational interest in the student or others as may be authorized by the parent in writing.

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<sup>1</sup> Designated school staff may note incident by symbol in medication log and attach detailed documentation as necessary.

Lincoln County School District  
**Medication Release**  
(One Release per Medication)

Date: \_\_\_\_\_ Student's Name: \_\_\_\_\_

Parent/Guardian's Name: \_\_\_\_\_

In consideration of the permission granted to my child or ward by the Lincoln County School District to take medication during school hours, I hereby release the Lincoln County School District, its agent and employees from all actions, causes of action, damages, claims, or demands which I, my child, or my child's heirs, executors, administrators, or assigns may have against the Lincoln County School District and its employees, administrators, volunteers, or agents for all injuries known or unknown which my child may incur by, or arise from, the administration of the following medication:

Name of Medication: \_\_\_\_\_

Dosage to be given: \_\_\_\_\_

Duration: \_\_\_\_\_

Reason medication needs to be given: \_\_\_\_\_

Prescribing physician/practitioner: \_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(Phone)

The Lincoln County School District is authorized to store said medication, upon the premises and facilities of the school building or as it is deemed appropriate.

Further, the Lincoln County School District is authorized to destroy said medication upon expiration of this release, expiration of the prescription or completion of the medication treatment, whichever occurs first.

I, the undersigned, have read the attached "Information Regarding Medication During School Hours" as it appears on the back of this form and understand its provisions. I have read this release and fully understand all its terms. I execute it voluntarily and with full knowledge of its significance.

\_\_\_\_\_  
(Signature of Parent/Guardian)

\_\_\_\_\_  
(School Witness)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(Title)

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(Telephone Number)

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(Date)

## INFORMATION REGARDING MEDICATION DURING SCHOOL HOURS

The following information summarizes the Lincoln County School District procedures regarding the self-administration of medication during school hours.

1. Students with contagious or infectious diseases who have been determined by competent medical authority not to be a health or safety threat to fellow students or staff members, may be retained in the regular school environment.
2. Parents should make every effort to avoid the necessity of medicating students during school hours. Where possible, medication schedules should be developed which provide for the administration of medication before or after school hours. Parents are encouraged to keep students with short-term illnesses home until they no longer require medication. When there is no other reasonable alternative, district personnel may assist with the self-administration of medication.
3. Any parent/guardian requesting that district personnel assist with the self-administration of medication by their child must provide to the school health office a signed and witnessed Medication Release form and a copy of the prescription or order from an appropriate health care provider directing the use of the medication by the student. Separate Medication Release forms and separate prescriptions or orders are required for each medication. Any change in type, frequency, or dosage of medication will require a new Medication Release form and a new prescription or order.
4. Except as provided in paragraph 7, no district employee may assist with the self-administration of medication that has not been prescribed or ordered by an appropriate health care provider. **THIS PROHIBITION APPLIES TO OVER-THE-COUNTER MEDICATIONS.**
5. Any medication to be self-administered under this section shall be stored in a secured location. The medication shall be kept at all times in a labeled container which sets forth the name of the student to receive the medication, the name and dosage of the medication, the name of the prescribing practitioner, and the instructions for administration.
6. If the student's condition requires that medication be immediately available at all times, the student may personally maintain possession of the medication. The student's health records must contain a health practitioner's statement reflecting this need. The medication shall be kept at all times in a labeled container which sets forth the name of the student to receive the medication the name and dosage of the medication, the name of the prescribing practitioner, and the instructions for administration. The school is not liable for the loss or misuse of such medication. Under no circumstances may a student provide medication to any other student.
7. In the event it is impossible to comply with the requirements of paragraph 3, and, if the parent/guardian determines that it is imperative that the student receive medication, district

personnel will assist with the self-administration of medication for a period not to exceed two days upon written request of the parent/guardian.