

FINAL

02-0724-PO01

July 24, 2002

**AMEND BOARD REPORT 97-0326-PO3
POLICY REGARDING ADMINISTRATION OF MEDICATION
DURING SCHOOL HOURS**

is to update and amend present practices and to

PURPOSE:

The purpose of this Policy

precursor as listed in the Illinois Controlled Substance Act.

Health/Nursing Services Plan as used in this policy means the plan (Section 504.010) that is required for all students who require medical attention and/or treatment while in school attendance. The related health/nursing plan is a tool for responding to the temporary and/or long-term medical needs of a student. The plan provides a format for summarizing health information; it may include a problem statement, goals, plan of action, classroom accommodations, and modifications and outcome expected.

D. Related Health Services Plan (RHS) for a student with a chronic health condition or a student who requires medication services while in school attendance. The plan includes a problem statement, goals, plan of action, classroom accommodations, and modifications and outcome expected.

...the school nurse or other qualified personnel responsible for the student's health care...

Schools with a student who requires administration of medication during school

must have a written policy that includes the following:

- a. Self-administration of medication by the student with monitoring by an adult school nurse or principal's designee or
- b. Administration of medication by a licensed nurse or

9C. The parent(s)/guardian(s) is responsible for providing all medications for his/her

child. The parent(s)/guardian(s) shall be responsible for all refills of medication.

9D. The child's physician and the parent(s)/guardian(s) and the child's physician must notify the school principal or principal's designee and CSN or RN in writing

parents/guardian(s) must obtain a written order from the physician and/or the physician's designee and provide the documentation to the school principal or principal's designee and CSN or RN in writing to the school.

9E. Medication must be stored in a separate locked drawer or cabinet. The principal/designee or the CSN/RN's name on the key to the drawer/cabinet

is kept. When the medication being stored is a controlled substance, the locked cabinet must be securely affixed to the wall. Medications

requiring refrigeration must be kept in a locked refrigerator separate from food products.

requiring refrigeration must be kept in a locked refrigerator separate from food products. At all times one adult (the principal or principal's designee or the CSN/RN) in the building must have knowledge and access to all storage units where medication is kept.

All medication must be kept on each student's file or in a locked drawer/cabinet in the school building. The principal or principal's designee who monitors self-administration or by the licensed nurse

parent(s) fails to provide required forms:

refuse the school access to physician and/or necessary medical records;

b-1 parent(s)/guardian(s) refuse the school access to physician and/or necessary medical records;

b-2

e-3 the nurse and student's physician agree it is not medically necessary for the medication to be administered during regular school hours and school related activities;

refuse to provide medication in the appropriately labeled container;

11-1. IPR/504-A-2 section 504 or 507 or other applicable law or state law prohibits the administration of medication during school hours for reasons that include:

a-1 student continually refuses to accept medication, and there are no alternative methods of administration available;

refuse to provide medication in the appropriately labeled container;

a-2 parent(s)/guardian(s) refuse to deliver medication to school personally;

guardian(s) refuse to deliver medication to school personally;

e-4 noted adverse effects resulting from administration of medication; and

e-5 parent(s)/guardian(s) refuse the school access to physician and/or necessary medical records;

C. The Board must inform the parent(s) or guardian(s) of the student, in writing, that the Board is not liable, except for willful and wanton conduct, as a result of any injury arising from the self-administration of medication by the student outside the supervision of the CSN or RN.

D. The parent(s) or guardian(s) of the student must sign a statement acknowledging that the Board is to incur no liability, except for willful and wanton conduct, as a result of

their physician's name and telephone number, the name of the physician, and the date of the prescription. This information will be kept in the student's health folder. The prescription label does not need to be on the individual inhaler or nebulizer.

For students who are unable to self-administer, follow paragraph 43. For students who are able to self-administer, the daily log will be kept by the student. The student will pick up and drop off the log daily at a designated school location. The school may decide

f. For students with asthma from medication

EDUCATIONAL REVIEW:

EDUCATION

...the development of ... policy ... Services assist with

FINANCIAL REVIEW:

REFERENCES:

LEGAL REVIEW REFERENCES

...the Administration of the ... 22-215 (1995), Illinois Nursing Act, 225 ICS 65/4 et. seq. and Rules for