

ADMINISTRATION OF MEDICATION AND TESTS FOR MEDICAL PURPOSES

I. Administration of Oral Medication

- A. The administration of prescription medication to pupils shall be done only in exceptional circumstances when the pupil's health may be jeopardized without it and only when such administration has been requested and approved by the student's parents and authorized health care provider who is licensed in California. (CCR Title 5, § 601(a)).
- B. The pupil's parent must annually notify the school health office in writing that his/her child will be requiring medication during the school day.
- C. For prescription medication, including asthma inhalers, the pupil's parent is required to submit to the school health office the following written documents:
 - 1) A statement from the pupil's health care provider with the pupil's name and date of birth detailing the method, amount, time schedules the medication is to be taken, that symptoms that may require administration and the possible side effects of the medication; and,
 - 2) A statement from the pupil's parent requesting and authorizing the school personnel to assist the student in the matters set forth in the health care provider's statement.
- D. Over the counter medications, including nutritional supplements, and herbal remedies, are to be handled in the same fashion as detailed in C, unless a standard protocol and procedure is adopted by the district. (CCR Title 5, § 601)
- E. The parent or adult representative must deliver all prescribed medications to the school office. The medication container kept at school shall list the name and telephone number of the pharmacy, the pupil's identification, name of the health care provider, and the medication information same as described in the medication form. Medications will not be accepted unless they are in a prescription bottle as described above.
 - 1). All controlled medications will be counted and recorded on a medication log by a school staff member with the parent or adult representative when delivered to school.
- F. The school health clerk or designee is responsible for storage and safekeeping of the pupils' medication. All medication shall be kept in a locked drawer or cabinet. The pupil must go to the health office to obtain the medication. The health clerk or designee shall maintain a log recording the student's name and the time and date when medications were given.

- G. Except as provided in G.1 and G.2 below, under no circumstances is the medication to be kept in the classroom; pupils are not permitted to carry or take medication outside the health office.
- 1) Pupils may be permitted to carry and administer asthma medication as prescribed by his/her health care provider for immediate breathing treatment (inhalers) as long as the school has been provided with a written statement that, in the opinion of the authorized California health care provider, the pupil is competent to safely self-administer the medication as directed by the authorized health care provider; and
 - 2) Pursuant to the California health care provider's statement, the medical condition of the pupil requires immediate administration of the medication and it is necessary that the pupil carry his/her medication with him/her at all times.
- H. The parent of any pupil on a continuing medication regimen for a nonepisodic condition shall inform the health clerk in writing of the medication being taken, the current dosage, and the name of the health care provider even if the medication is not being taken in school. (Education Code 49480)
- I. By providing the information in H above and/or requesting school to assist the student with medication administration, parents/guardians provide a release for the school nurse and/or designated certificated personnel to communicate with the prescribing health care provider and counsel with the school personnel regarding the possible side effects of the drug on the student. (Education Code 49480)

II. Administration of Tests for Medical Needs

- A. Tests which must be administered during the school day for medical reasons require the written authorization of the pupil's parent/guardian and health care provider. The written authorizations must be on file at the school health office and must be renewed annually.
- B. Test kits must be stored in a locked container in the health office available only to authorized personnel. (See exception in II D.) The test kit shall be identified with the student's name.
- C. Except as provided in Section D below, tests must be administered in the health office. All necessary safety precautions shall be utilized including gloves, hand washing and/or antiseptic hand cleanser, and towelettes.

- D. Diabetic Students: Under the California health care provider's and parent's authorization, test kits for diabetes may be carried by students and tests administered on campus and in classrooms under the following conditions:

If the test is administered in a classroom:

- 1) The pupil's teacher is given notice when the test is being administered.
- 2) Test is administered in an area away from other students.
- 3) If the student is not acting responsibly, the testing will be confined to the health office.
- 4) All sharp objects and contaminated materials used for testing shall be stored in a hard closed container carried by the individual student. Sharps are to be disposed of in a biohazard container located either in the health office or off campus.
- 5) Snacks will be allowed in the classroom at regular intervals based on individual need and to alleviate a low-blood sugar episode.
- 6) Standard precautions utilized at all times.
- 7) At least two school personnel shall be trained to oversee the healthcare needs of a student who has diabetes. School staff will work with parents and/or the district Health Clerk Liaison to obtain the proper training by the school nurse or a licensed health care professional for checking blood sugar, assisting with insulin, and giving emergency glucagon shot.
- 8) Diabetic students will be accommodated to have a head of the lunch line pass.

III. 504 Plan for Unique Student Needs

- A. Parents of a diabetic student should be notified that their child has a right to section 504 accommodations, as needed.
- B. Parents of newly diagnosed diabetic students or families new to the district should be given a copy of district regulation 5532 regarding the care of the diabetes while at school.
- C. Under unusual circumstances or due to the severity of a student's medical needs, the procedures listed in these regulations may be modified or formalized pursuant to an authorized California health care provider's written statement and with the consent of the pupil's parent/guardian in a 504 Plan.

- D. For medication that is to be self-administered by the pupil, a statement is required that, in the opinion of the authorized California health care provider, the pupil is competent to safely self-administer the medication as directed by the authorized health care provider.
- E. Pupils with chronic health conditions including, but not limited to, asthma, diabetes, or severe allergies, may have the necessary medication in their possession and may self-administer such medication during the regular school day. The parents/guardians of the pupils must agree that the pupils will self-administer the medication pursuant to the authorized California health care provider's written statement. The school shall provide the parents/guardians of pupils who self-administer medication with district regulations and procedures for safety, appropriate administration, and privacy, and the parents/guardians of the pupils must agree that the pupils will self-administer the medication in accordance with such regulations.
- F. The school must ensure, at a minimum, all of the following, regarding pupil self-administration of medication in the pupil's 504 Plan:
 - 1) The school has received the authorized California health care provider's written statement, and the parent/guardian consent for the pupil to self-administer their medications during the regular school day;
 - 2) The designated school personnel confers with the parent/guardian to determine the level of supervision and monitoring needed by the pupil;
 - 3) The designated school personnel discusses issues in an age appropriate manner with the pupil self-administering his/her medication to identify individual needs for school accommodations;
 - 4) The pupil is provided an appropriate level of privacy based on his/her individual needs; and
 - 5) The designated school personnel will be available to provide assistance to the pupil as necessary.

IV. Persons Authorized To Administer Medication at School.

- A. Medication may be administered during the regular school day by school nurse, other duly qualified supervisor of health, site administrator, or designee as allowed by law. (Education Code 44871-44878 and 49422(a)).

- B. If the designated school personnel are individuals other than school nurses or persons who hold a current professional license authorizing the rendering of assistance to a pupil who is required to take medication,
- 1) they may not administer medications that are to be administered by injection, have the potential for immediate severe adverse reactions, or would require a nursing assessment or dosage adjustment prior to administration, except for emergency medications as allowed by law, such as glucagon and an epinephrine pen. (Education Code 49414 and 49414.5).
 - 2) they are trained, supervised, and determined to be capable and competent to be able to safely and accurately administer the medications by the school nurse or a licensed health care professional who is legally authorized to provide such training and determine competence.
- C. The pupil's parent/guardian or his/her designee may, but shall not be required to, administer medication to the pupil during the regular school day. A parent/guardian who opts to administer medication during the regular school day may do so only under the following conditions:
- 1) The parent/guardian administers the medication, or the parent/guardian designates an individual to administer the medication, to his/her pupil during the regular school day, as long as there is no legal reason that would otherwise exclude such individual from being on a school campus or accompanying pupils on an activity as specified in Section 600(a); and
 - 2) the parent/guardian provides a written statement to the school site administrator that identifies the individual who will be administering the medication to the pupil; and
 - 3) all medications administered during the regular school day by the pupil's parent/guardian or designee are administered in accordance with local education agency policies and procedures for safety and privacy as provided to the pupil's parent/guardian by the school.

V. Medication Administered For Field Trips and All School Sponsored Activities

- A. All staff members who are planning school sponsored activities must notify site administrators and health clerk as soon as possible to allow time to schedule trained staff to attend or schedule training for designated staff by school nurse to administer medication as needed.

- B. Medication must be kept in the original container and be administered in the same fashion as in school.
- C. A medication log to record the administration of the medication must be used and be returned to school health clerk.
- D. If a student self-carries medication, the parent must provide the same statement from student's health care provider that he/she is capable of safely self medicating. (Student may need guidance for use of the medication in the environment of the school activities.)

VI. Administration of Medications for a Special Needs Student

When an Individualized Education Program, prepared in accordance with applicable provisions of the federal Individuals with Disabilities Education Act and Part 30 (commencing with Section 56000) of the Education Code, or a Section 504 Accommodation Plan prepared in accordance with applicable provisions of the federal Rehabilitation Act of 1973 provides for the administration of medication to a pupil, those provisions shall be implemented, and nothing in this article shall be interpreted as interfering with the implementation of those provisions.

Legal References:

Education Code 49403, 49423.5, 49480, 49423.6, 49423
Title 5, Title 8 - 5193

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