

1 **St. Regis School District**

2
3 **STUDENTS**

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4
5 Administering Medicines to Students

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7 “Medication” means prescribed drugs and medical devices that are controlled by the U.S. Food
8 and Drug Administration and are ordered by a healthcare provider. It includes over-the-counter
9 medications prescribed through a standing order by the school physician or prescribed by the
10 student’s healthcare provider.

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12 A building principal or other administrator may authorize, in writing, any school employee:

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14 To assist in self-administration of any drug that may lawfully be sold over the counter
15 without a prescription to a student in compliance with the written instructions and with
16 the written consent of a student’s parent or guardian; and

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18 To assist in self-administration of a prescription drug to a student in compliance with
19 written instructions of a medical practitioner and with the written consent of a student’s
20 parent or guardian.

21
22 Except in an emergency situation, only a qualified healthcare professional may administer a drug
23 or a prescription drug to a student under this policy. Diagnosis and treatment of illness and the
24 prescribing of drugs are never the responsibility of a school employee and should not be
25 practiced by any school personnel.

26
27 Administering Medication

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29 The Board will permit administration of medication to students in schools in its jurisdiction. A
30 school nurse (who has successfully completed specific training in administration of medication),
31 pursuant to written authorization of a physician or dentist and that of a parent, an individual who
32 has executed a caretaker relative educational authorization affidavit, or guardian, may administer
33 medication to any student in the school or may delegate this task pursuant to Montana law.

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35 Emergency Administration of Medication

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37 In case of an anaphylactic reaction or risk of such reaction, a school nurse or delegate may
38 administer emergency oral or injectable medication to any student in need thereof on school
39 grounds, in a school building, or at a school function, according to a standing order of a chief
40 medical advisor or a student’s private physician.

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42 In the absence of a school nurse, an administrator or designated staff member exempt from the
43 nurse license requirement under § 37-8-103(1)(c), MCA, who has completed training in
44 administration of medication, may give emergency medication to students orally or by injection.

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46 The Board requires that there must be on record a medically diagnosed allergic condition that

would require prompt treatment to protect a student from serious harm or death.

A building administrator or school nurse will enter any medication to be administered in an emergency on an individual student medication record and will file it in a student's cumulative health folder.

Self-Administration of Medication

The District will permit students who are able to self-administer specific medication to do so provided that:

- A physician or dentist provides a written order for self-administration of said medication;
- Written authorization for self-administration of medication from a student's parent, an individual who has executed a caretaker relative educational authorization affidavit, or guardian is on file; and
- A principal and appropriate teachers are informed that a student is self-administering prescribed medication.

A building principal or school administrator may authorize, in writing, any employee to assist with self-administration of medications, provided that only the following may be employed:

- Making oral suggestions, prompting, reminding, gesturing, or providing a written guide for self-administering medications;
- Handing to a student a prefilled, labeled medication holder or a labeled unit dose container, syringe, or original marked and labeled container from a pharmacy;
- Opening the lid of a container for a student;
- Guiding the hand of a student to self-administer a medication;
- Holding and assisting a student in drinking fluid to assist in the swallowing of oral medications; and
- Assisting with removal of a medication from a container for a student with a physical disability that prevents independence in the act.

Self-Administration or Possession of Asthma, Severe Allergy, or Anaphylaxis Medication

Students with allergies or asthma may be authorized by the building principal or 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 if the following conditions have been met:

- A written and signed authorization from the parents, an individual who has executed a caretaker relative educational authorization affidavit, or guardians for self-administration of medication, acknowledging that the District or its employees are not liable for injury

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4 that results from the student self-administering the medication.

- 5 • The student must have the prior written approval of his/her primary healthcare provider.
6 The written notice from the student's primary care provider must specify the name and
7 purpose of the medication, the prescribed dosage, frequency with which it may be
8 administered, and the circumstances that may warrant its use.
- 9 • Documentation that the student has demonstrated to the healthcare practitioner and the
10 school nurse, if available, the skill level necessary to use and administer the medication.
- 11 • Documentation of a doctor-formulated written treatment plan for managing asthma,
12 severe allergies, or anaphylaxis episodes of the student and for medication use by the
13 student during school hours.

14
15 Authorization granted to a student to possess and self-administer medication shall be valid for
16 the current school year only and must be renewed annually.

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18 A student's authorization to possess and self-administer medication may be limited or revoked
19 by the building principal or other administrative personnel.

20
21 If provided by the parent, an individual who has executed a caretaker relative educational
22 authorization affidavit, or guardian, and in accordance with documentation provided by the
23 student's doctor, backup medication must be kept at a student's school in a predetermined
24 location or locations to which the student has access in the event of an asthma, severe allergy, or
25 anaphylaxis emergency.

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27 Immediately after using epinephrine during school hours, a student shall report to the school
28 nurse or other adult at the school who shall provide follow up care, including making a 9-1-1
29 emergency call.

30 Administration of Glucagons

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33 School employees may voluntarily agree to administer glucagons to a student pursuant to § 20-5-
34 412, MCA, only under the following conditions: (1) the employee has filed the necessary
35 designation and acceptance documentation with the District, as required by § 20-5-412(2), MCA,
36 and (2) the employee has filed the necessary written documentation of training with the District,
37 as required by § 20-5-412(4), MCA.

38 Handling and Storage of Medications

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41 The Board requires that all medications, including those approved for keeping by students for
42 self-medication, be first delivered by a parent, an individual who has executed a caretaker
43 relative educational authorization affidavit, or other responsible adult to a nurse or employee
44 assisting with self-administration of medication. A nurse or assistant:

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46 • Must examine any new medication to ensure it is properly labeled with dates, name of

1 Revised on: