

ADMINISTRATION OF MEDICATION AT SCHOOL

With the exception of medications which may be administered by a school nurse or trained first responder during a life-threatening emergency, no medication shall be administered to a student without the written and dated consent of the student's parent or guardian. The consent of the parent or guardian shall be valid only for the period specified on the consent form and in no case longer than the current school or program year. All nonprescription medicine to be administered to a student must be accompanied by a statement describing the medicine, the dosage, and the time for it to be administered to the student. All prescription medicine, including injectable medicine and all blood glucose tests by finger prick to be administered to a student must be accompanied by a physician's prescription, a copy of the original prescription and the pharmacy label. If the medication is to be terminated prior to the date on the prescription, the written and dated consent or withdrawal of consent of the parent or guardian is required. The written consent of the parent or guardian and the written order of the physician shall be kept on file. All prescription and non-prescription medications to be administered at school or school functions must be FDA approved.

Medication shall be administered in accordance with the parent's statement (in the case of nonprescription medicine) or the physician's order (in the case of prescription medicine) only by a school nurse or other employee(s) designated in writing by the school principal unless the medical condition requires the student to self-administer the medication. All administration of medicine shall be documented in writing. Any designated employee who is responsible for administering injectable insulin or a blood glucose test by finger prick shall receive proper training and such training shall be documented in writing.

Students may possess and self-administer medication if the following conditions are met:

1. The student's parent has filed an authorization with the student's principal for the student to possess and self-administer the medication. The authorization must include the statement described in part (2).
2. A physician states in writing that:
  - a. the student has an acute or chronic disease or medical condition for which the physician has prescribed medication.
  - b. the student has been instructed in how to self-administer the medication; and
  - c. the nature of the disease or medical condition requires emergency administration of the medication.

The authorization and statement described in (1) and (2) above must be filed with the student's principal annually.

Medication that is possessed by a school for administration during school hours or at school functions for a student may be released to:

1. the student's parent or guardian; or
2. an individual who is:
  - a. at least eighteen (18) years of age; and
  - b. designated in writing by the student's parent to receive the medication.

Medication possessed by the school for administration during school hours or at school functions may be sent home with a student in grades 9 through 12 if the student's parent or guardian provides written permission for the student to receive the medication.

Whenever practical and foreseeable the administration shall work with the school physician and school nurse to develop an appropriate protocol(s) for the use of medication(s) in emergency situations.

Legal Reference: I.C. 20-19-2  
I.C. 20-35-2-1  
I.C. 34-4-1-16.5-3.5  
511 IASC 7-6-7  
I.C. 20-33-8-13  
I.C. 20-34-3-18

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