

**MERCER ISLAND SCHOOL DISTRICT Administrative Regulation 5139.2 Revised: 10/2001**  
**PROCEDURES FOR ADMINISTRATION OF MEDICATION TO STUDENTS**

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**I. Definitions:**

- A. "Prescribed" means the health provider has ordered medication for a stated health reason and has complied with all other adopted policies.
- B. "Provider" means the primary care provider (PCP) who is a licensed health provider practicing within the scope of his/her prescriptive authority.
- C. Oral medication shall include inhalers.
- D. Medications given by routes other than the oral route are considered nursing care and regulated by the law relating to nursing care, chapter 18.79 RCW. Medications such as ointments, eye or eardrops, or suppositories that are ordered by a provider can only be administered by the student, a family member, or a licensed nurse except in an emergency situation.
- E. Injectable medication shall include:
  - 1) Auto-Injectable medication (Epi-Pen): given via pre-measured, spring-loaded syringe during an emergency for a pre-determined life threatening condition by trained non-medical school staff.
  - 2) Insulin: may be self-administered by a diabetic student as part of an individualized health plan in compliance with MISD policy regarding care of diabetic students in the school setting.
  - 3) All other Injectable medication must be given by a licensed nurse as per the Washington State Nurse Practice Act.
- F. The Medication Authorization & Request (MAR) form\* is the standard district form used to document medication orders and instructions from the provider, and documentation of the parent's consent and request for treatment of the student during school hours. To be considered valid, an MAR form must be completed and signed by the provider, the parent/guardian, and the school nurse, each school year.  
[\*MAR form is available on-line]

**II. Procedures:**

- A. Medication is to be administered pursuant to the law and only when a provider determines that:
  - 1) There exists a valid health reason which makes administration of medication advisable during school hours, and
  - 2) Written and current instructions regarding the administration of a prescribed medication are received by the school for students requiring medication.
- B. All authorized to administer medications to students must be trained. Training of staff members shall be done yearly to implement Board Policy. The annual training shall be conducted by the school nurse. Training shall include instructions for the handling, identification, delivery of proper dosage of medication and recording administration. Each person will sign documentation of receiving training.
- C. Designation of staff members who will be authorized to administer prescribed oral medication shall be the principal's responsibility. Staff to be designated and receive training shall include, but not be limited to: building administrators, school secretaries, school nurses, and office paraprofessionals. The principal may include other appropriate additional staff if needed, but will designate at least 2 persons other than the school nurse.

- D. Medication to be delivered by school personnel will be kept in a locked facility, which includes a cabinet, drawer, file cabinet or other safe container. The intent is to keep medication safe, prevent accidents through unintentional access, and guarantee adult supervision during administration.
- E. The School Nurse may delegate the task of administering medication to other trained staff in accordance to common nursing practice. The school nurse retains responsibility for the supervision of the nursing practice performed by designated individuals as well as nursing supervision of students receiving medications. The school nurse may contact the prescribing provider if questions arise regarding the student's medication or specialized treatment plan.
- F. For short-term situations (such as a field trip), the staff member who will be administering medication, and who may not have received complete district medication training, may administer the medications on a limited basis with prior instruction in procedures by the school nurse.
- G. All prescription medication must be provided in a properly labeled prescription container. The label shall include the student's name, medication and strength, dosage, instructions for dispensing, and the prescribing provider. Over the counter (OTC) medication must be in the original labeled container. Medication not so received will not be given at school. Medications must be checked in by the school nurse prior to administration.
- H. Each school will keep a Medication Notebook containing the following:
- 1) Board Policy
  - 2) District Procedure
  - 3) All student medication records for the current year
  - 4) Parent/physician permission forms
  - 5) Sample letters and forms
  - 6) Staff training records
  - 7) Standardized medication log sheets
- These notebooks will be kept with or near the medication to be dispensed and be available for quarterly review by the school nurse.
- I. A summary of the District medication policy and procedure will be given to all students at the time of enrollment.
- J. All medication forms shall be considered current and current for a maximum period of one (1) school year, and will not be valid from one school year to the next.
- K. In general, students are responsible for obtaining their medication from the designated person at the scheduled time. In the event that a student does not appear for his/her medication at the scheduled time, the designated staff member will contact the student directly to administer the medication. Medication will be administered within 45 minutes of the prescribed time. In the event that a student refuses to accept the medication or for some reason the medication cannot be administered, the parent will be contacted immediately.
- L. Routine medication may be given by school personnel on early dismissal days up to one hour prior to dismissal. . On field trip days, medication may be administered to students as prescribed, unless the parent/guardian has requested otherwise in writing.
- M. Parents/guardians will be notified immediately by the school in case medication administered by the school is lost, damaged; stolen, broken, or other occurrence has caused the medication unexpectedly to not be available.

N. If a student brings medication to school without properly completed medication request and authorization forms and asks school staff to administer the medication, the school will inform the parent/guardian of the district medication policy and procedures and the inability to give the medication. Any unauthorized medication will be held by the school and returned to the parent. The parent may come to the school and dispense their student's medication.

O. Self-Medication (prescription and over the counter medication):

Elementary Students (K-5): Self-Medication: In the exceptional case that the parent/guardian indicates that their child must carry and/or self-administer medication for emergency health reasons; (i.e. asthma inhaler) the nurse will

- 1) Verify with the child's provider the need for this exception; and
- 2) Verify on the completed MAR that both parent/guardian and provider have indicated that the student is capable of and has permission to self-medicate. The building administrator and school nurse must also approve this exception.

Middle School Students: (6-8): Self-Medication: Parents/guardians may request that their student be allowed to self-administer OTC or prescription medication, other than scheduled II medications (i.e. Ritalin). A current MAR form, complete with provider and parent/guardian signatures is required for all medications, including prescription and OTC medications. Students will then be allowed to carry a one-day supply of the medication and self-administer such medication as needed.

High School Students: (9-12): Self-Medication: High School students are encouraged to self-medicate for any medication they require, unless they have a disability which prohibits self-medication. A current MAR form, complete with provider and parent/guardian signatures is required for all medications, including prescription and OTC medications. Students will then be allowed to carry a one-day supply of the medication and self-administer such medication as needed.

P. Discontinuance of medication may be necessary as per current School Board Policy. Legitimate reasons for discontinuing administration of medication for a student would include, but not be limited to:

- 1) Lack of cooperation with the student, parent/guardian, and or prescribing provider and the district;
- 2) An unexpected and/or adverse medical reaction to the medication at school. (mood change, allergic reaction)
- 3) Any apparent change in the medication appearance, odor, or other characteristic such that the district questions the quality of the medication;
- 4) Medication expiration date has passed,
- 5) The licensed nurse has safety concerns regarding dosage or schedule as per current PDR (Physician's Desk Reference) guidelines.

The building administrator or his/her designee must provide notice, orally or in writing, in advance of the date of discontinuance of the medication.

Q. Medications remaining at the end of the prescribed period or at the end of the school year will be destroyed by the school nurse and a building representative after an attempt is made to contact parents for the disposal of remaining medication.

### **III. Injectable Medications**

A. The School Nurse must be consulted prior to accepting any Injectable medication. All Injectable medication, with the exception of auto-Injectable (Epi-Pen), shall be given only by a licensed nurse.

- B. The nurse will train three (3) designated school staff members in each building who are willing to learn the procedure of how to give specified Injectable medication in the case of a potentially life threatening emergency. Trained, unlicensed staff may administer auto-Injectable medication only when it has been prescribed by a student's provider for a predetermined and specific life threatening condition.
- C. In addition to the Medication Authorization Request (MAR) form, all students requiring Injectable medication administration must have an additional consent form, the Parent/Provider Request for Specialized Medical Treatment, completed and on file, providing specific instructions from the provider, before any Injectable medication is brought to school for administration by student or staff.
- D. The nurse will complete the Emergency Instructions- Injectable Medication form, to be kept with specialized medication requests in the medication book and/or with the student's Injectable medication. In the case of anaphylactic shock, Epi-pen is the preferred means of administration.
- E. Immediately following the administration of an auto-Injectable medication, 911 will be called and the parents will be notified. A complete account of the incident and action(s) taken will be recorded and provided.
- F. In the event that a life-threatening emergency occurs and required forms and medications are not available, 911 will be called as per standard emergency procedure.
- G. Injectable medications for diabetic management.  
The individualized health care plan of students with diabetes, who require specialized medical care at school, including the possibility of Injectable medications and/or blood glucose monitoring, shall be supervised by a licensed school nurse in accordance with the Laws Related to Nursing (Washington State Nurse Practice Act), the Washington State Task Force (OSPI) Guidelines for Care of Students with Diabetes, the Board Policies of the Mercer Island School District, and standard medical practice.

#### **IV. Retention of Records:**

Medication Administration records, including case files and logs, provider and guardian authorization, and account of number of doses, must be kept for 8 years after last dose.

#### **V. Reference:** RCW 28A.210.260-270

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