

**WAYNESBORO PUBLIC SCHOOLS  
301 PINE AVENUE  
WAYNESBORO, VA 22980**

<b>HEALTH SERVICES REGULATIONS AND PROCEDURES</b>			<b>PAGE</b> <u>1 of 6</u>
<b>SUBJECT: Regulations Pertaining to Medications</b>	<b>ISSUED: 10/95</b>	<b>REVISED: 5/03 6/16</b>	<b>REVIEWED:</b>

School personnel shall give pupils no medication except as provided in these guidelines. Parents are advised to give medications at home and on a schedule other than school hours if possible. Students will be given medication at school when the medicine is prescribed or ordered by a physician, when a parent/guardian completes a Medication Permission Form and if the medication must be given during school hours to maintain sufficient health to participate in the school program. All references in these regulations pertaining to physician's orders also apply to orders from a nurse practitioner or other healthcare professional licensed to prescribe medications in the State of Virginia.

**I. PRESCRIPTION MEDICATION FOR ALL GRADE LEVELS**

**A. Physician Order**

1. Any student under medical care and using prescribed medication during school hours is required to present to the principal/principal's designee a physician's order for each medication stating the following:
  - a. The name of the medication prescribed for the student
  - b. The time to be administered
  - c. The dosage of the medication
  - d. Duration of treatment
  - e. The diagnosis or reason the medication is needed unless reason should remain confidential
  - f. If a serious reaction might occur if the medication is not administered
  - g. When a student might experience a serious reaction while receiving this medication
2. Medication Permission Forms are required and are available for this purpose in each local doctor's office, the Augusta Staunton Health Department, the Augusta Waynesboro Health Department, the Emergency Department of Augusta Medical Center and each school office. Physician orders will be accepted on forms other than the Medication Permission Form if they are clearly written on the doctor's prescription pad or stationery. However, a Medication Permission Form will then be completed appropriately by school personnel and must be signed by a parent/guardian.

3. A new prescription and Medication Permission Form is required at the beginning of each school year and whenever there is a change in the order/dosage.
4. The physician may order a non-prescription medication to be administered during the school day if he/she feels that it is absolutely necessary.
5. It is strongly recommended that a Medication Permission Form be completed by the physician; however, the prescription label on the bottle may be accepted as the physician's order for medications taken for 10 days or less.
6. Narcotics WILL NOT be given at school.

B. Parent/Guardian Consent and Responsibilities

1. Administration of medication at school also requires the written signature of the parent/guardian on the Medication Permission Form **prior** to the administration of any medication.
2. It is the parent/guardian's responsibility to refill/renew medications in a timely manner and to also keep a check on the expiration date of any medication.
3. For the safety and protection of students, all medication must be brought to school by the parent/guardian or adult designee in the original container which is appropriately labeled by the pharmacist. Medication **MAY NOT** be transported on the school bus due to the potential danger of improper use and handling. Medication in plastic bags or other non-original containers will not be accepted.
4. Parents will cut tablets as needed for appropriate dosing.
5. When medication is brought to school, the amount of medication in the container should be noted (e.g., the number of capsules or the volume of liquid).

C. Storage of Medications

1. All medications will be secured in a locked cabinet
2. Only a two-week or less supply of medication should be brought to school unless medication is taken on a daily basis throughout the school year.
3. Unused medication should be picked up by parents/guardians within two weeks of the last day of school or last date given. After this time, the principal or principal designee will destroy the medication.

D. Recordkeeping

1. Persons administering medication will record in ink on the back of the Medication Permission Form each dose of medication given to a student.

2. The Medication Permission Form will be filed at the end of the school year as deemed appropriate by the school division. This file is to be maintained for a minimum of five years after the student's eighteenth birthday. (Appendix A)
3. Absences and missed doses are also to be documented.

E. Medication Administration

1. Supervised Administration

- a. For safety purposes, medicines should be handled by a minimal number of school personnel
- b. Appropriately trained health professionals should always supervise administration of parenteral medications given on a scheduled basis. An exception has been made in cases of potential emergencies, such as an epinephrine injection to stop a life-threatening allergic reaction or glucagon for diabetes. Appropriately trained staff members will give these injections using prepared kits provided by the parent and with the appropriate parent/guardian consent and physician order form.
- c. Since full-time medical personnel are not available in each school, only the person/persons who have received the appropriate training in medication administration will administer the medications.
- d. The designated school employee will give the medication to the student to be self-administered unless the student is physically unable to administer the medication himself/herself. If possible, the school employee should observe the student taking the medication.
- e. It is the student's responsibility to remember to take his/her medication. However, if severe consequences might occur without a dosage, then every attempt will be made to assure the timely administration of the medication.
- f. In case of severe emergencies (such as allergic reactions to medications) school personnel will call 911 for emergency assistance and then call the parent/guardian of the student.
- g. All medication errors are to be reported to the principal, the parents and the school nurse, and documented appropriately and consistently.
- h. Anyone administering medication must complete a Medication Administration Orientation and receive a complete Medication Administration Skill Checklist signed by the person providing the training.

- i. The school nurse (RN or LPN) has the right to question, verify, or refuse to administer medication or treatment orders received in the school setting if they are in violation of standard safe practice.
  - j. At each school, the building principal has the final responsibility for medication administration.
2. Self-administration
- Students may be allowed to carry and administer their own medication under the following circumstances:
- a. The medication is for a chronic disease such as asthma, cystic fibrosis, diabetes mellitus and/or severe allergy requiring epinephrine
  - b. The medication does not require either refrigeration or security as determined by the school
  - c. Both the physician and the parent/guardian have authorized the student to self-administer the medication
  - d. The student has demonstrated to the school nurse or his/her designee his/her capability for self-administration and for responsible behavior based on standards established by the school system and appropriate health personnel.
  - e. The medication is not to be shared with other students and shall be restricted from them.
  - f. The ability to self-administer medications is to be considered a privilege. Immediate confiscation of the medication and loss of privileges will occur if medication policies are abused or ignored
  - g. Students who are accustomed to self-administering medical testing procedures before taking medication (such as measurement of blood glucose for a student with diabetes or peak flow measurements for a student with asthma) will be allowed this responsibility in the school setting after appropriate authorization and instructions from the family and the physician.
  - h. Appropriate team members (teachers, principals, support staff) will be notified of all self-testing or self-administration of medications and will be appropriately prepared for working with the individual student.

## II. NON-PRESCRIPTION MEDICATIONS

As a matter of routine, non-prescription (over-the-counter), homeopathic, and herbal medications will not be administered during school hours. Homeopathic and herbal medications will not be administered by school personnel at any time, but a parent may come to their student's school and administer it themselves or the middle/high school student may self-administer these substances following the guidelines established for self-administration of non-prescription medications.

A. Elementary Students

1. Non-prescription medications are strongly discouraged within the schools. However, if the physician deems it necessary for a student to have a non- prescription medication for a specific health problem, he/she may write an ' order for the medication, the parent will complete the Medication Permission Form and will provide the school with an unopened container of the medication. School personnel will administer the medication following the physician's order.
2. Although this policy may cause difficulties for the parents and students, the issue of school safety and security of drug use is the primary concern. Parent/Guardians should seek advice from the child's physician about the possibility of longer acting medications for coughs, colds, pain, etc. so that a dosage is not necessary during the school day.
3. Parents/guardians may come to the school to administer the medication to their child. They may also authorize an adult other than school personnel to administer the medication through a written note.

B. Middle and High School Students

1. Self-administration

If the parent/physician deems it necessary for a student to have a non- prescription medication during the school day, the student will be allowed to self-medicate at school under the following conditions:

- a. The student is to carry only a one-day dose in the original container with a written note from the parent.
- b. The parent's note relieves the school of any responsibility for the benefits or consequences of the medication and acknowledges that the school bears no responsibility for assuring that the medication is taken. The school also bears no responsibility if the student does not follow the directions of administration.
- c. The student/parent must be aware that the medication is for the student's personal use only and is not to be shared with other students. It is only to be taken under the conditions outlined by the parent.
- d. Self-medication is a privilege that can be revoked at any time if medication policies are abused or ignored.
- e. Any medication found in the student's possession that does not follow the above guidelines will be taken and placed in the school office for the parent to pick up. Medications left longer than one week will be destroyed.

1. Staff Administration

If a parent/student wants school personnel to keep the non-prescription medication in the office to administer on a PRN (as needed) or regular basis, then the procedure for prescription medications will be followed.

III FOOD SUPPLEMENTS

In support of the National Federation of State High School Associations, it is the policy of Augusta County, Waynesboro City, and Staunton City Schools that school personnel and workers should never supply, recommend, or permit the use of any drug, medication, or food supplement solely for performance-enhancing purposes.

IV FIELD TRIPS

- A. Medication prescribed or ordered as above will be taken on field trips to be administered by the teacher. The teacher administering the medication will be responsible for signing the Field Trip Log indicating they picked up the medication and are responsible for administration. The teacher will "log in" returned medications that remain in the clinic (inhalers, epipen).
- B. The appropriate teacher will notify the person who administers the medication of the date of the field trip at least 10 days in advance so that arrangements can be made to meet the student's need for medication. If the field trip involves an overnight stay, written parental permission is required for administration of medication on that trip.

V DEVIATIONS

Deviations to these regulations may be necessary depending on individual circumstances. Only a Central Office administrator or principal in consultation with the school nurse may authorize these deviations.

Adopted: October 10, 1995

Revised: October 22, 2003

Revised: July 12, 2016

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**APPENDIX A**  
**Student Health Record Retention**  
**Health Services - Waynesboro Public Schools**

Document	Location	Schedule
Screening logs	clinic	destroy once all screening results have been recorded and filed in the student's cumulative health file
Questionnaires for Health Care Plans	clinic	destroy at the discretion of the school nurse once no longer needed for reference
Emergency care cards	school office	destroy at the discretion of the building principal
Accident reports (include DOB)	central office	destroy 5 years after the student turns 18
Anecdotal nurses' notes (include DOB)	inactive - central office active - locked in clinic (except for summer storage in the CO)	destroy 5 years after the student turns 18
Medication records	central office	destroy 5 years after the student turns 18
Health care plans	inactive - filed with anecdotal notes at CO active - attached to emergency care card in school office (stored at CO during the summer)	destroy 5 years after the student turns 18
Clinic logs	central office at end of the school year	destroy after 5 years
Year end - summary of accident reports - vision/hearing screening summary - scoliosis screening summary - health services report	central office	no timetable required