

Administering Medicines to Students

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

1. To assist in the self-administration of any drug that may lawfully be sold over the counter without a prescription to a student in compliance with the written instructions and with the written consent of a student's parent or guardian.
2. To assist in the self-administration of a prescription drug to a student in compliance with the written instructions of a medical practitioner. With the written consent of a student's parent or guardian.

Except in an emergency situation, only a qualified health care professional may administer a drug or prescription drug to a student under this policy.

Diagnosis and treatment of illness and the prescribing of drugs are never the responsibility of a school employee, and should not be practiced by any school personnel.

Administering Medication

The Board will permit the administration of medication to students in schools in its jurisdiction. A school nurse, (who has successfully completed specific training in administration of medication) pursuant to written authorization of a physician or dentist and that of a parent or guardian, may administer medication to any student in the school, or may delegate this task pursuant to Montana law.

Emergency Administration of Medication

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

In the absence of a school nurse, an administrator or designated staff member exempt from the nurse license requirement under § 37-8-103(1)(c), MCA, who has completed training in administration of medication, may give emergency medication to students orally or by injection. The board requires that there must be on record a medically diagnosed allergic condition that would require prompt treatment to protect the 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 the student's cumulative health folder.

### Self-Administration of Medication

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

1. A physician or dentist provides a written order to self-administration of said medication.
2. There is written authorization for self-administration of medication from a student's parent or guardian is on file, and;
3. A principal and appropriate teachers are informed that the 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 a pre-filled, labeled medication holder, labeled unit dose container, syringe, or original marked, labeled container from the pharmacy to the student;
- Opening the lid of the above container for the 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 which prevents independence in the act.

#### Self-Administration of Asthma Inhalers and Epinephrine Pens

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 from an epinephrine pen (EpiPen) or asthma inhaler during the school day, field trips, school-sponsored events, or while on a school bus. The student shall be authorized to possess and self-administer medication from an epinephrine pen or asthma inhaler if the following conditions have been met.

- A written and sign authorization from the parents or guardians for self-administration of medication acknowledging that the school district or its employees are not liable for injury that results from the student self-administering the medication.
- The student must have the prior written approval of his/her primary health care provider. The written notice from the student's primary care provider must specify the name and purpose of the medication, the prescribed dosage, frequency with which it may be administered, and the circumstances that may warrant its use.
- Documentation that the pupil has demonstrated to the health care practitioner and the school nurse, if available, the skill level necessary to use and administer an EpiPen or asthma inhaler.
- Documentation of a doctor-formulated written treatment plan for managing asthma or anaphylaxis episodes of the pupil and for medication use by the pupil during school hours.

Authorization granted to a student to possess and self-administer medication from an EpiPen or asthma inhaler shall be valid for the current school year only and must be renewed annually.

A student's authorization to possess and self-administer medication from an EpiPen or asthma inhaler may be limited or revoked by the building principal or other administrative personnel.

If provided by the parent or guardian, and in accordance with documentation provided by the pupil's doctor, backup medication must be kept at a pupil's school in a predetermined location or locations to which the pupil has access in the event of an asthma or anaphylaxis emergency.

### Administration of Glucagons

School employees may not agree to administer glucagons pursuant of Section 20-5-412, MCA

### Handling and Storage of Medications

The Board requires that all medication, including those approved for keeping by students for self medication, must first be delivered by the parent or other responsible adult to a nurse or employee assisting with self-administration of medication. The nurse or assistant;

- Must examine any new medication to ensure it is properly labeled with dates, name of student, medication name, dosage and physician's name.
- Must develop a medication administration plan if administration is necessary, for a student before any medication is given by school personnel.
- Must record on the Student's Individual Medication Record the date a medication is delivered and the amount of medication received.
- Must store medication requiring refrigeration at thirty-six to forty-six (36 to 46) degrees Fahrenheit.
- Must store prescribed medicinal preparations in a securely locked storage compartment; and
- Must store controlled substances will be contained in a separate compartment, secured and locked at all times.

The District will permit only a forty-five (45) school day supply of a medication for a student to be stored at a school: and all medication, prescription and non-prescription, will be stored in their original containers.

The District will limit access to all stored medication to those persons authorized to administer medications or to assist in the self-administration of medications. The District requires every school to maintain a current list of those persons authorized by delegation from a licensed nurse, to administer medications.

### Disposal of Medication

The District requires school personnel either to return to a parent or guardian, or, with permission of the parent or guardian, to destroy any unused, discontinued or obsolete medication. A school nurse, in the presence of a witness, will destroy the medicine not repossessed by a parent or guardian within a seven (7) day period of notification by school authorities.

Legal Reference:	§ 20-5-412, MCA	Definition—parent-designated adult administration of glucagons-training
	8.32.1701--1712, ARM	Delegation and assignment

Policy History:  
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