

**POLICY NO. 5475.2**  
**Adopted: 1-12-83**  
**Revised: 2-23-94**

## **ADMINISTRATION OF MEDICATION**

### **POLICY:**

The Lake Stevens School District No. 4 is authorized by Chapter 195, Laws of 1982, to administer medication to students during school hours or while students are in the custody of the District. The District will authorize its employees to administer medication to students only when necessary to permit the student to attend school.

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**Adopted: 1-12-83**  
**Revised: 2-23-94**  
**Revised: 3-28-97**

## **ADMINISTRATION OF MEDICATION**

### **PROCEDURES:**

1. Lake Stevens students may either self-medicate or have access to their medication in the office for administration in accordance with this policy.
2. Definitions.

“Medication” shall mean all drugs, whether prescription or over the counter.

“Licensed professional” means a physician or registered nurse licensed pursuant to Chapter 18.71 or 18.88 RCW.

“Designated personnel” means those school district employees described in Section 4 below.
3. Training and Supervision. The District shall designate a licensed professional to train designated personnel in proper medication procedures. Only designated personnel who have received such training shall administer medication.
4. Designated Personnel. The following personnel are designated to administer medication:
  - 4.1 The school nurse.
  - 4.2 The building administrators.
  - 4.3 Two other staff members in each building, identified by the school nurse and/or principal.
5. Parent and Physician/Dentist Requests and Instructions. Designated personnel shall administer medication to students only when the District is:
  - 5.1 In receipt of a written, current, and unexpired request from the parent, legal guardian, or other person having legal control over

the student to administer the medication to the student (Medication Authorization Form 5475.2F-1 should be completed).

- 5.2 In receipt of a written, current, and unexpired request from a licensed physician or dentist to administer the medication along with instructions for such administration. Such request shall state that it is necessary for the District to administer medication to the student to permit the student to attend school.
  - 5.3 Parent and physician/dentist requests and instructions shall be considered current and unexpired for a maximum period of one (1) year, but shall in no event be valid from one school year to the next.
  - 5.4 Medication must be in original prescriptive container and labeled with student's name, name of medication, dosage, time to be administered, and expiration date.
  - 5.5 The parent shall agree in writing that because of the schedule and other responsibilities it is permissible for a dosage(s) to be delayed or missed.
  - 5.6 If the parent refuses to accept any of the above conditions, the District shall reject the request to administer the medications at school.
6. Procedures for Administration of Medication. In addition to complying with all other requirements set forth in this policy, designated personnel shall:
- 6.1 Administer medication in substantial compliance with the prescription and written instructions of the physician or dentist and parent.
  - 6.2 Examine the medication before administration to determine if it appears to be in the original container and is properly labeled.
  - 6.3 Keep an accurate record of all medication administered.
7. Safekeeping of Medication. Designated personnel shall assure safekeeping of medication by:
- 7.1 Storing medicine in the original container.

- 7.2 Locking the storage cabinet/drawer in which medicine is kept.
- 7.3 Keeping no more than a one-month supply of medication at school at one time.

Only designated personnel shall have access to medicine storage cabinets/drawers.

- 8. No medication shall be administered by injection except when a student is susceptible to a predetermined, life-endangering situation. Parents will be notified if the medication is administered.

- 9. Procedures for Self Administration of Medications.

- 9.1 In a situation when parent, physician, principal and school nurse believe it is in the best interest of the student to carry medication, the medication is to be accompanied by written permission from the parent indicating the name and dosage of the medication and the dates and times to be administered.

- 9.2 It is the responsibility of the parent to inform the principal or school nurse, in writing, that the child will be self medicating.

- 9.3 While attending school, students are not permitted to carry more than one day's dosage of any medication, whether prescription or over the counter.

- 10. Transporting Medications/Maintaining School Supply.

- 10.1 Parents/guardians are responsible for transporting the supply of any medication to school to be administered by school personnel.

- 10.2 Upon delivery of supply of medication to school, the parent/guardian and designated school personnel will count the supply delivered and both will document the supply received.

- 11. Medications inhaled through the mouth are considered oral medications as per SPI Bulletin #16-89SSSP.

- 12. Discontinuance of Medication. The District is not required by Chapter 195, Laws of 1982, to administer medication to students. In any case where the District, in the exercise of its discretion, determines to

discontinue administering medication to a student, the principal, school nurse, or designee shall notify the parent, guardian, or person having control over the student in advance of the date of such discontinuance.