

Adopted: 8/10/1976
Revised: 2/1/1993

Saint Paul Public Schools Procedure

516.00

516.00 STUDENTS/MEDICATIONS

The school nurse shall be notified in writing when medication must be administered to a student during the school day. All medications brought to school must be in the original, labeled container.

1. For medication prescribed for two weeks or longer, the notification shall include written consent signed by the custodial parent or guardian and written order signed by a physician, dentist, nurse practitioner, osteopath, or other health professional licensed to prescribe medication. The order shall include the student's name, the name of the medication, the purpose of the medication, the dosage, the time and route of administration, the termination date, and possible side effects.
2. For medication prescribed for less than two weeks, the notification shall include written consent signed by the custodial parent or guardian. The notification shall include the student's name, the name of the medication, the dosage, the time of administration, and the termination date. The issue date and termination date on the medication bottle must be consistent with the prescription issue and termination date.

Except as provided in the next paragraph, the school nurse or a person designated by the principal who the nurse has trained and delegated the function of giving medications to shall administer the medication. The principal shall annually appoint two staff to serve as the designees in compliance with the regulations that follow.

Upon written recommendation of the prescribing health professional and the custodial parent or guardian and consultation with the school nurse, a student may be allowed to self-administer medication that is prescribed for two weeks or longer, provided that the school nurse has developed a written health care plan for the student and the student has satisfactorily completed an instructional program of cognitive and skill-based learner outcomes.

The school nurse shall keep a record of the administration and self-administration of medications to students.

All medications shall be kept in a locked cabinet or secure refrigerator, except as designated above (self-administration of medication). The supply of controlled substances must always be kept in a locked cabinet and shall never be carried by students and self-administered.

STUDENTS/MEDICATIONS (Continued)

The school nurse shall inform designated or other staff members who have reason to know about the medication and prescription.

The custodial parent or guardian shall inform the school nurse of any change in the student's prescription.

Other medication, such as aspirin, shall not be administered to students under any circumstances by school personnel.

Students observed by school personnel self-administering unauthorized medications shall be reported to the principal and to their parents.

CROSS REFERENCE:

LEGAL REFERENCES: