

# Wilson County Board of Education

Policy Description:  Medicines  Page 1 of 3	Policy Number: 6.405	Amended Date: 02/04/10
	Rescinds: 400-IC-6	Reviewed: 01/10 Issued: 03/26/98

1 If under exceptional circumstances a child is required to take a non-prescription or prescription medication during  
2 school hours and the parent cannot be at school to administer the medication, only the trained medication  
3 designee or school nurse will assist in self-administration of the medication if the student is competent to self-  
4 administer medicine with assistance in compliance with the following regulations:<sup>1</sup>

5  
6 A parent's signature only is required for a non-prescription medication. However, prescription medications  
7 require a signed written order from a licensed prescriber and the parent/guardian signature.<sup>2</sup>

- 8  
9
1. Child's name;
  - 10 2. Name of medication;
  - 11 3. Name of physician;
  - 12 4. Time to be self-administered;
  - 13 5. Dosage and directions for self-administration (non-prescription medicines must have label direction);
  - 14 6. Possible side effects, if known;
  - 15 7. Discontinuation date for self-administration of the medication;
  - 16 8. Name and address of parent/guardian, current parent/guardian phone number in case of emergency;
  - 17 and
  - 18 9. Reason medication is needed.

19  
20 The medication must be delivered to the clinic or main office in person by the parent/guardian of the student or  
21 their adult designee, unless the medication must be retained by the student for immediate self-administration (i.e.  
22 students with asthma and diabetes). The medication must be counted by the parent/guardian or their adult  
23 designee with the medication designee or school nurse and recorded with signatures on the medication log.

24 Prescription medication needs to be brought to school in a properly labeled pharmacy bottle and non-prescription  
25 medication needs to be brought to school in an original unopened container.

26  
27 Volunteer (age 18 or older) personnel, trained by a registered nurse, may administer glucagon in emergency  
28 situations to a student based on that student's Individual Health Plan (IHP). The Wilson County School System

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<sup>1</sup> TCA 49-5-415

<sup>2</sup> Guidelines for use of Health Care Professionals in School Settings, page 11

1 is under no obligation to provide a volunteer (age 18 or older); it is the responsibility of the parent/guardian to  
2 provide the volunteer (age 18 or older).

3  
4 The parent/guardian of any child who might need to have glucagon administered in an emergency situation must  
5 sign a hold harmless statement which covers the volunteer and the Wilson County School System. An older  
6 sibling of the child, if they have been trained, and if they attend the same school, may under extreme emergency  
7 circumstances administer the glucagon.

8  
9 The administrator/nurse/trained medication designee will:

- 10  
11 1. Inform appropriate school personnel of the medication to be self-administered;  
12 2. Keep written instructions from parent in student's record and the order from doctor;  
13 3. Keep an accurate record of the self-administration of the medication;  
14 4. Keep all medication in a locked cabinet except medication retained by a student per physician's order;  
15 5. Return unused prescription to the parent/guardian only and document the return on the medication log;  
16 and  
17 6. Ensure that all guidelines developed by the Department of Health and the Department of Education are  
18 followed.

19  
20 The parent/guardian is responsible for informing the school nurse of any change in the student's health or  
21 change in medication. An order from the physician must be provided when changes are made or a medication  
22 is discontinued.

23  
24 A copy of this policy shall be provided to a parent/guardian upon receipt of a request for a long term  
25 administration of medication.

26  
27 Should an eligible special needs student require medication that cannot be administered effectively following this  
28 policy, it shall be the responsibility of a multidisciplinary team to determine the appropriate procedure and to  
29 document this in the student's individualized education program (I.E.P.).

30  
31 **BLOOD GLUCOSE SELF-CHECKS**

32  
33 Upon written request of a parent/guardian and written orders from the physician, and if included in the student's  
34 Individualized Health Plan (IHP), a student with diabetes shall be permitted to perform a blood glucose check or  
35 administer insulin using any necessary diabetes monitoring and treatment supplies, including sharps. The  
36 student shall be permitted to perform the testing in any area of the school or school grounds at any time  
37 necessary.

38

1 Sharps shall be stored in a secure, but accessible location, including the student's person, until use of such  
2 sharps is appropriate.

3  
4 Use and disposal of sharps shall be in compliance with the guidelines set forth by the Tennessee Occupational  
5 Safety and Health Administration (TOSHA).<sup>1</sup>



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<sup>1</sup> TCA 49-5-415(d)(7), Public Acts 2006, Chapter No. 54