

Missoula County Public Schools
STUDENTS 3416

Administration of Medication

Students should not take medication during school hours or during school-related activities unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parents believe that it is necessary for the student to take a prescription or non-prescription medication during school hours, they must follow the District's medication procedures.

The Board will permit administration of medication to students or the self-administration of medications by students in schools with the written consent and authorization of the student's parents and a licensed health care provider. Students are not permitted to be in possession of medications, including the transport to or from the school or when self-administering, unless otherwise provided in this policy.

A school nurse (who has successfully completed specific training in administration of medication) may administer medication to any student in the school or may delegate this task pursuant to Montana law. The building administrator, in consultation with the school nurse, may assign any school employee to assist in the self-administration of medications (both prescription and over-the-counter). Assistance with self-administration of medication is limited to the following:

- verbal suggestions, prompting, reminding, gesturing, or providing a written guide for self-administering medications;
- handing a prefilled, 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-referenced container for the student;
- guiding the hand of the student to self-administer the medication;
- holding and assisting the student in drinking fluid to assist in the swallowing of oral medications;
- assisting with removal of a medication from a container for students with a physical disability which prevents independence in the act.

Only a qualified health care professional, which includes a school nurse, may administer medication to a student except in those situations where the school nurse has delegated this task to a staff member in accordance with Montana law. 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.

Emergency Administration of Medication by School Staff

In the event of an emergency, a school nurse or staff member, exempt from the nursing license requirement under MCA § 37-8-103(1)(c), may administer emergency medication to any student in need thereof on school grounds, in a school building, or at a school function. In the event that emergency medication is administered to a student, the school nurse or staff member shall call 9-1-1 and notify the student's parents/guardians.

The District may maintain a stock supply of autoinjectable epinephrine prescribed to it by a physician, advanced practice registered nurse, or physician assistant and filled by a licensed pharmacy. In the event a school within the District chooses to maintain a stock supply of epinephrine autoinjectors, it shall inform all parents or guardians about the potential use of the epinephrine autoinjector in an anaphylactic emergency. A school nurse or other authorized personnel will administer autoinjectable epinephrine to any student or nonstudent as needed for actual or perceived anaphylaxis. In the event that the District chooses to maintain a stock supply of autoinjectable epinephrine, it shall develop the protocol and provide the training required by Montana law.

Administration of Glucagon

A school employee who voluntarily agrees and is selected by a parent, an individual who has executed a caretaker relative authorization affidavit, or guardian of a diabetic student may administer glucagon to the diabetic student in an emergency situation. Written proof of the

designation to the school employee and written acceptance of the designation by the school employee must be filed with the District. The glucagon must be provided by the parent or guardian. The school employee must be trained in recognizing hypoglycemia and the proper method of administering glucagon. Training must be provided by a health care professional or a recognized expert in diabetic care selected by the parent or guardian. Written documentation of the training received by the school employee must be filed with the District.

School employees must voluntarily agree to the parent designation and are under no obligation to agree to the designation.

Student Self-Administration and Possession of Medications

Student possession of medications is not allowed except as provided below:

- A 504 or IEP team determines that it is necessary for the student to have possession of medication (and self-administer if applicable), the parent/guardian has provided their written permission and the parent/guardian has provided Healthcare Provider written authorization for the student to possess the medication (and self-administer if applicable).
- A high school student may self-administer and have possession of medication while on extended day field trips or school-sponsored events. The medication must be in a pharmacy or manufacturer labeled container, only in the amount needed for that trip or event and the parent must note it on the permission form for that trip or event. Staff members assigned to chaperone the field trip or school-sponsored event will be informed of the student's medication and shall have the discretion to monitor the student in the self-administration of such medication.

Asthma, Severe Allergy, or Anaphylaxis Medication as delineated below.

Students with Asthma, Severe Allergy, or Anaphylaxis

In case of an anaphylactic reaction or risk of such reaction, a school nurse or staff member, exempt from the nursing license requirement under MCA § 37-8-103(1)(c), may administer emergency medication to any student in need thereof on school grounds, in a school building, or at a school function, according to any written instructions provided by the student's licensed health care provider.

Students with asthma, severe allergies or anaphylaxis may be authorized by the District and the student's licensed health care provider to possess and self-administer emergency asthma, severe allergy, or anaphylaxis medication during the school day, during field trips, school-sponsored events, or while on a school bus. Immediately after using epinephrine during school hours, a student shall report to the school nurse or other adult at the school who shall provide follow-up care, including making a 9-1-1 emergency call. Authorization granted to a student to possess and self-administer emergency medication shall be valid for the current school year only and must be renewed annually.

In order to obtain the authorization to possess and self-administer medication, the following must be met:

- The parents, individual who has executed a caretaker relative authorization affidavit, or guardian must provide a written and signed authorization for the student and sign a statement acknowledging that the District may not incur liability as a result of any injury arising from the self-administration of medication by the pupil and that the parents or guardians shall indemnify and hold harmless the District and its employees and agents against any claims, except a claim based on an act or omission that is the result of gross negligence, willful and wanton conduct, or an intentional tort.
- A written authorization from the student's licensed health care provider containing the name and purpose of the medication, prescribed dosage, and description of time or times at which or the special circumstances under which the medication is to be administered.
- Documentation that the student has demonstrated to the health care provider and the school nurse, if available, the skill level necessary to self-administer the asthma, severe allergy, or anaphylaxis medication as prescribed.

- Documentation that the student's health care provider has formulated a written treatment plan for managing asthma, severe allergies, or anaphylaxis episodes of the student and for medication use, as prescribed, by the student during school hours.

If provided by the parent, an individual who has executed a caretaker relative educational authorization affidavit, or a guardian and in accordance with documents provided by the student's health care provider, asthma, severe allergy, or anaphylaxis medication may be kept by the pupil and backup medication must be kept at the student's school in a predetermined location or locations to which the student has access in the event of an asthma, severe allergy, or anaphylaxis emergency.

Recordkeeping

A building administrator or school nurse will enter any medication to be administered to the student, including any medication to be administered in an emergency, on an individual student medication record and will be on record in the school office or health office.

The authorization and other documentation regarding the administration of medication provided by the parents or guardians must be kept on file in the office of the school nurse or, in the absence of a school nurse, the school's administrator.

Storage and Disposal of Medications

The Superintendent shall arrange for the storage and disposal of medications brought to the school by the parent for the student during the instructional day. Unused, discontinued, or obsolete medication will be returned to the parent or guardian upon notice to that parent or guardian or may be disposed of by the school nurse if the parent has not responded to notification after one month or at the end of the school year. Access to all stored medications is limited to those individuals authorized to administer medications or assist in the self-administration of medications. Each building shall maintain a list of those persons currently authorized by delegation from a licensed nurse to administer medications.

Legal References:

§ 20-5-412, MCA	Administration of Glucagon
§ 20-5-420, MCA	Self-administration of Asthma Medication
§ 20-5-421, MCA	Emergency Use of Epinephrine in School Setting
§ 37-8-103, MCA	Exemptions – Limitations on Authority
24.159.1601 et al. ARM	Delegation and Assignment

Policy History:

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