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**AURORA PUBLIC SCHOOLS**  
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**Revised November 1985**  
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**Revised April 2004**  
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**APS Code: JLCD**

### **ADMINISTERING MEDICINES TO STUDENTS**

Students shall not be permitted to take medication while at school unless such medication is administered in accordance with this policy and regulation JLCD-R. (“Medication” includes all prescription and non-prescription [over-the-counter] drugs and medicines.)

When a parent or guardian requests that his or her child’s medication be administered at school, he or she must sign a document authorizing the administration and accepting the consequences of such medications. Under state law, any school employee who administers any medication to a student in accordance with written instructions from a parent or guardian shall not be liable for damages or subject to prosecution in any criminal proceedings for an adverse drug reaction suffered by the student as a result of administering such medication.

School personnel will not administer medications that are not approved by the federal food and drug administration nor will medications be administered in cases where school personnel have a good faith belief that the administration may be harmful to a child’s health. Parents/guardians and student are encouraged to have the student’s medication given at times other than school hours.

School personnel are not permitted to recommend or require the use of a psychotropic drug or medication. School personnel should discuss behavioral concerns with parents/guardians and may suggest that consultation with a health care professional (such as a physician or the school nurse) may be of benefit to the student.

LEGAL REFS.:       C.R.S. 22-1-119  
                          C.R.S. 22-32-109 (1)(ee)

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#### General Information

It is the responsibility of the school registered nurse to assure that procedures are in place for the safe administration of all prescription and non-prescription medications, including proper authorizations, storage, administration, documentation, and follow-up evaluation. Administering medications without a nursing license or proper “nursing delegation” is in violation of the Colorado Nurse Practice Act.

School nurses and the coordinator of health services have a legitimate educational interest in all students who take any medications, whether those medications are administered before, during, or after school.

Parents/guardians are responsible for notifying the school of any health conditions, medications, or related changes in their child’s conditions and medications.

School staff may administer medication to a student only if a parent or guardian has specifically requested such action and there is a reason to administer the medication during the school day or during school-related activities. The Medication Administration Authorization Form must be signed by a parent in all cases where school staff will be asked to administer medications. A separate Authorization Form is required for each student, each medication, and each specific dosage. A new form must be signed and submitted for each new medication and for each dosage change. For each such change, a new label must also be provided. In addition, a new Medication Administration Authorization Form must be signed and submitted at the beginning of the school year if medication is continued from one year to the next.

If a parent sends medication to school to be given by the staff, but the authorization form is not completed by parent or medical provider, only the school nurse or the coordinator of health services may call the student’s provider to take a verbal telephone order. In such cases, a signed written medical order should follow within 24 hours. In addition, a completed medication administration authorization form, with proper signatures, must be submitted by the parent/guardian before a second dose of medication may be given at school, by school personnel.

Medical orders are required in all cases when prescription medications are given to students by school staff. Over-the-counter medications require medical orders as detailed below, specific to the

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educational level of the student.

Medication orders can be accepted only from professionals who have prescriptive authority in Colorado. These professionals are:

- physicians,
- advanced practice registered nurses with prescriptive authority,
- physician assistants (PA) who have direction from a physician or written protocol
- dentists
- podiatrists
- osteopaths
- psychiatrists

Medication is supplied by the student's parents or guardian and must be in the original container from the pharmacy with a label that includes student name, drug name, dose specific to weight or age, time interval, route (e.g. by mouth, injection, etc.) and specific indications.

Limited over-the-counter medications will be available to students who have an infrequent need for them. Parents/guardians may sign an authorization for occasional use of some medications (for example, ibuprofen, aka Advil/ Motrin, or acetaminophen, aka Tylenol, to treat mild discomfort). The medical authority for these medications will be granted annually (as "standing orders") for the district by a local medical professional. The list of medications for "occasional use" may change from year to year, upon communication between the health services coordinator and the prescribing medical professional. For these medications, no further medical orders from the child's provider would be required. If, in the professional judgment of the registered nurse, the use of ibuprofen or acetaminophen becomes more than "occasional," the parent may be asked to provide the student with his/her own supply.

Other non-prescription medications, provided by parents, which are to be taken on an "as-needed" basis, must be in the original labeled container. The container should also be labeled with the student's name. **Package instructions will be followed for correct dosing, unless a prescription is supplied by a medical professional.**

No aspirin products will be administered by school staff or stored in the health room without a prescription, due to the risk of Reye's Syndrome. Studies have shown that using aspirin-type

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medications to treat viral illnesses increases the risk of this serious disease in children.

No herbal or homeopathic preparations will be administered by school staff without a parent-signed authorization form and a written order from an authorized medical provider. The medical order should contain a statement about the condition for which the product is being used.

### **Self-administration of Emergency Medications**

Students may arrange with the school nurse to carry emergency medications, such as inhalers and epinephrine, under the following conditions: (1) written authorization is obtained from the parent, (2) written authorization is obtained by a medical provider, and (3) a contract is signed by the student, parent, and registered nurse. This contract signifies that, in the professional opinion of the registered nurse, the student is self-directed and knowledgeable about the medication, demonstrates the ability to self-administer the medication properly and has the maturity and responsibility necessary to carry and administer the medication safely.

Privileges will be revoked for any student who self-administers inappropriately, who is judged to lack the necessary maturity and sense of responsibility, or who administers outside the bounds set forth by district policy or by the registered nurse. Where privileges are revoked, the parent/guardian shall be notified and the medication shall be confiscated and returned to the parent.

It is recommended that at the high school and post-secondary levels, the registered nurse is made aware of a student's need for an inhaler or EpiPen.

**Controlled substances, which have potential for abuse, may never be self-carried and must be secured in the health office at all times. Some examples of controlled substances are narcotic pain relievers like Vicodin and Percodan and behavior medications like Ritalin and Concerta.**

**Controlled substances will be counted and recorded by school health staff whenever received from the family.**

**Medications should be transported to and from school by the parent or guardian and given directly to school personnel. If this is not possible, the parent is to call the school and inform health office staff that a student is bringing medications. Health office staff will ensure that**

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**the medication is delivered to the health room, counted and recorded in the student's medication record. Verification of the count between parent and staff is recommended.**

**Exception: High school students may independently deliver their medications to the health room.**

**Medications delivered to school without proper authorization (parent signature, medical signature, labeled containers, etc.) will be kept in the health office, but not administered to the student until proper procedures are in place. If, after the parent has been notified and after two weeks no corrective action has been taken, the medication will be returned to the parent by the safest method possible or discarded, at the discretion of the registered nurse.**

#### Preschool and Elementary

Cough drops/throat lozenges may be supplied by the parent in original labeled packages, also labeled with the child's name. Cough drops should be kept by an adult, to be requested by the student as needed. They should not be shared with other students. Cough drops require:

- Parent signature on the Medication Administration Authorization Form

Pain-relief medications available at school for occasional use (ibuprofen or acetaminophen) require:

- Parent signature on the Medication Administration Authorization Form or on the Health Information card

All prescription medications and other over-the-counter medications provided by parent require:

- Parent signature on the Medication Administration Authorization Form
- Signature by an authorized medical provider

No medication shall be carried by any elementary student without a contractual agreement. (See Self-Administration of Emergency Medications above).

#### Middle School

Cough drops (supplied by parent) may be carried in amounts appropriate for one day's use. They should be carried in their original wrappers and not be shared with other students. No parent or

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medical authorization is required.

Pain-relief medications available at school for occasional use (ibuprofen or acetaminophen) require:

- Parent signature on the Medication Administration Authorization Form or on the Health Information card

All prescription medications and other over-the-counter medications provided by parent require:

- Parent signature on the Medication Administration Authorization Form
- Signature by an authorized medical provider

No medication (except cough drops) may be carried by any middle school student without a contractual agreement. (See “Self-Administration of Emergency Medications” above.)

#### High School and Post-Secondary:

Students may carry one day’s worth of prescribed or non-prescription medications for self-administration during the school day. Medications are to be in the original labeled containers. No parental or medical authorization is required for a one-day’s dose.

**Exception: Controlled substances, which have potential for abuse, may never be self-carried and must be secured in the health office at all times.**

Pain-relief medications available at school for occasional use (ibuprofen or acetaminophen) require:

- Parent signature on the Medication Administration Authorization Form or on the Health Information card.

Other over-the-counter medications (other than ibuprofen and acetaminophen, above), provided by the parent, may be secured in the health room. The student will request it as needed and self-administer the non-prescription medication under the supervision of the registered nurse. These medications require:

- Parent signature on the Medication Administration Authorization Form

All multi-dose prescription medications require:

- Parent signature on the Medication Administration Authorization Form

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- Signature by an authorized medical provider

It is recommended that the school nurse be informed of any high school and post-secondary student's need for regular medications.

### **Nursing Delegation**

The school nurse will delegate to appropriate school personnel the authority to administer medication to students, and will train and supervise those personnel in the proper administration of medications to students. **No school staff shall administer any medication to a student unless training has been provided and formal delegation has been granted by the registered nurse.** Delegation by the school nurse will be in place for one academic year or until revoked by that school nurse. Delegation is only in effect while both the school nurse and the person to whom the nurse delegates responsibility (the 'delegatee') are school district employees. All delegation of the authority to administer medication will be in accordance with the Colorado State Nurse Practice Act. Annual documentation of delegation is required.

### **Storage and Disposal**

All medications stored at a school must be kept in a locked storage container. It is recommended that no more than one month's supply of medication be stored at school. If the medication must be refrigerated, it shall be stored in a locked refrigerator or a locked secondary storage container. Access to stored medication and to medication cabinet keys should be limited to school personnel authorized to administer medication and to the school principal. Emergency medication, such as epinephrine, should be clearly labeled and stored for immediate access.

The proper disposal of unused medications is important. It is the responsibility of the parent to obtain all unused medication from the school when the medication is discontinued, the school year ends, or the student transfers to another school. The school nurse will dispose of all unclaimed medication.

Disposal of needles and syringes (and other sharp medical items) must be only in approved, biohazard sharps containers. Needles should not be recapped, purposely bent, or broken.

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### **Records**

Medication administration authorization forms and medication administration records will be maintained as part of the student's health record, according to district policy, for the school year during which the medication is administered, plus one year. After this time, a summary of the individual medication record should be transcribed to the student's electronic health record, and the medication administration records may be destroyed.

### **Medication errors**

Any medication error or irregularity is to be reported to the school nurse, parent, the coordinator of health services, and (if medically indicated) the prescribing practitioner. The school nurse/health services personnel shall review all reports of medication errors and take necessary steps to avoid problems in the future. Any time it appears that a dose has been exceeded, school staff will call Poison Control for consultation and intervention advice.

### **Field trips**

Medications for daytime field trips should be individually packaged for each student and the packet should be labeled with the name of student, medication name, route, date, and time medication is to be given. The staff member providing said medication to the student shall record the time, initial the attached packet, and return the packet information to the health office for record keeping.

If extended field trips indicate the need for multiple doses of medication, the original labeled containers, filled with the calculated number of doses, will be required.

### **Exceptions**

Exceptions to these procedures may be granted on a case-by-case basis, as agreed upon by the student's parent(s)/legal guardian(s), school nurse, physician and building administrator, as appropriate. Such exceptions must comply with state law.