



Division Programs <i>Student Support Services</i>	Policy Series 800	Policy # 800.3
Subject Administration of Medications	Replaces	
Responsible Authority <ul style="list-style-type: none"> • DIRECTOR OF EDUCATION • ASSISTANT DIRECTOR OF EDUCATION (PROGRAMS) 	Date Approved <i>March 3, 2009</i>	
	Effective Date <i>May 1, 2009</i>	
<i>Date Reviewed</i> <i>March 7, 2012</i>	<i>Date Revised</i>	

800.3(1) Policy Name

Administration of Medications to Students by Staff

800.3(2) Policy Statement

- 800.3(2.1) It is the position of Nova Central School District that the primary responsibility for the administration of medications to a student rests with the parent/guardian.
- 800.3(2.2) The Director of Education authorizes the administration of medications to students by school staff only when:
 - 2.2.1 The medications are prescribed by a physician;
 - 2.2.2 The prescribed medications **MUST** be taken during the school day/educational activities and the student's parent/guardian or other authorized adult is not reasonably able to attend the school or event to administer the medication;
 - 2.2.3 The parent/guardian has provided written consent for the administration of medications and has delivered the medications to the school with appropriate instructions for the administration;
 - 2.2.4 It is not appropriate for the student to self-administer the medication.

800.3(3) Policy Rationale/Purpose

Nova Central School District provides educational services to almost 13,000 students on a daily basis. The district recognizes that some students take prescribed medications for a variety of illnesses and conditions. Some of these medications must be taken during the school day/educational activities and it may not always be possible for a parent/guardian to administer the medications.

The district strives to maintain a balance between individual privacy and the protection of the general student population. Medications that are inappropriately used, stored or distributed pose a risk to students and staff members alike.

The practice of administering medications to students presents challenges for school staff. However, such a responsibility is necessary if it is essential for the student to take prescribed medications during the school day. This policy outlines the position of the Director of Education with respect to the administration of prescribed medications by school staff.

800.3(4) References

Nova Central School District: Safe and Caring Schools Policy

800.3(5) Scope

- 800.3(5.1) This policy applies to all students of Nova Central School District.
- 800.3(5.2) This policy applies to all school and district staff including teachers, specialists, and student assistants.

800.3(6) Roles and Responsibilities

Responsible Division: **Programs**

- 800.3(6.1) The **Assistant Director of Education [Programs]** shall be responsible for the implementation, monitoring and revision of policies pertaining to the administration of medications to students.
- 800.3(6.2) **School Administrators** shall be responsible for ensuring that district policies and procedures pertaining to the administration of medications are implemented as directed. The school administrator shall take all necessary steps to ensure the secure storage of medications at school and the recording of daily administration of medications to individual students.

800.3(7) Procedures*

- 800.3(7.1) Over-the-counter medications**
- 800.3(7.2) Parental consent for administration of medications**
- 800.3(7.3) Storage of medications**
- 800.3(7.4) Administration of medications**
- 800.4(7.5) Self-administration of medications**
- 800.4(7.6) Inappropriate use of medications**
- 800.4(7.7) Disposal of outdated medications and needles**
- 800.4(7.8) Training for the administration of medications**

**Please refer to Nova Central School District Operational Procedures.*

800.3(8) Definitions

- 800.3(8.1) **Emergency medication:**
Medication that is necessary for a specific condition or situation (eg.: auto-injector)
- 800.3(8.2) **Long-term medication:**
Medication that is necessary on an ongoing basis (eg. Ritalin)
- 800.3(8.3) **Short-term medication:**
Medication that is necessary for a clearly specified period of time (eg. antibiotics).
- 800.3(8.4) **Non-prescription medication:**
Medication that is available without a physician's prescription (eg. analgesics (eg. acetaminophen, ASA, ibuprofen), cough syrups, decongestants).

800.3(9) Review

This policy shall be reviewed every two years.

800.3(10) School Policy

It is recommended that schools develop their own policies and procedures for the administration of medications, in line with the district policy and procedures.