

## **PROCEDURES FOR THE ADMINISTRATION OF MEDICATION TO STUDENTS**

### **A. Generally**

1. This procedure is designed to provide further clarification of Policy 4095, *Administration of Medication to Students*. Accordingly, no student may possess any medication or prescription drug unless a physician, physician's assistant, or nurse practitioner documents that the student's medical condition requires possession and the parent or legal guardian has obtained authorization from the executive director or the executive director's designee. "Medication" shall mean any drug or other substance used in treating diseases, healing, or relieving pain, including all over-the-counter drugs. A parent or guardian shall take all items to the office of the executive director or the executive director's designee for handling and safekeeping. Consequences to a student for the unauthorized possession, use, or distribution of a medication are addressed in the Standards for Student Conduct, Regulation 4010-R.

2. Students will be given medication at school pursuant to this regulation when the requirements for the administration of prescription and non-prescription medication stated below are met and only if the medication must be given during school hours to maintain sufficient health to participate in the school program.

3. The School Medication Record should be used to document all medications that are administered in school. School personnel must use the prescribed recording system to document that the correct medication was given in the correct dosage at the correct time to the correct student, both for legal proof and for the information of the parent or legal guardian and the student's health care professional.

4. The ultimate responsibility for complying with this regulation and any follow-up rests with the executive director.

### **B. Administration of Non-Prescription Medication**

The guidelines below are to be followed for the administration of non-prescription medication in schools:

1. Non-prescription medications do not include alternative medications such as vitamins, minerals, herbs or dietary supplements. School personnel will not administer these alternative medications unless prescribed by a physician, physician's assistant, or nurse practitioner.

2. Non-prescription medication must be brought to school by the parent or legal guardian in the original unopened container. The unopened container must be clearly marked with the student's name and include the manufacturer's label, specifying the name of the medication and the recommended age appropriate dosage and time interval. Dosage may not exceed the manufacturer's recommendations without written authorization from the student's physician, physician's assistant, or nurse practitioner. The dosage may be less than the manufacturer's recommendations, if requested by the parent or legal guardian.

3. The School Medication Record/Medication Request Form must be completed and signed by a parent or legal guardian for the administration of all non-prescription medication.

4. Non-prescription medication will not be administered to a student more than twice a day, for more than three consecutive days, or more than three times monthly without the written authorization of the student's physician, physician's assistant or nurse practitioner.

5. Should the clinic aide become concerned about a student's medical condition on a particular day, the school administration may refuse to administer the non-prescription medication until the student has been seen by a medical professional. The parent or legal guardian will be notified of the concern and the school's perceived need for medical review.

6. A School Medication Record is to be used for each medicine given to a student. Each medication record includes the name of the medication, the time given, and the person administering the medicine. At the end of the school year or the discontinuance of the medication, this record must be filed with the student's education record.

7. Medicine should be handled by a minimum number of school personnel.

8. All medications are to be stored in a locked cabinet.

9. Medication for a student participating on a field trip must be transported in the original, appropriately labeled container. The person administering the medication on the field trip must do documentation on the School Medication Record that day.

10. Anyone administering medication at Maggie L. Walker Governor's School on a regular basis, must receive training on Medication Administration and complete a Medication Administration Skill Checklist, signed by the person providing the training.

11. All medication errors are to be reported to the school administration and documented appropriately.

12. Unused medication should be picked up at the end of the school year by a parent or guardian. If not picked up by the last school working day in June, it will be disposed of by appropriate school personnel.

### **C. Administration of Prescription Medication Prescribed for Individual Students**

The guidelines below are to be followed in schools for the administration of prescription medications prescribed for individual students:

1. A written order from the student's physician, physician's assistant, or nurse practitioner for a prescription medication, giving the name, dosage and time interval of medication is required for each medication. The prescription label on the container may be

accepted as a physician's, physician's assistant or nurse practitioner's order for prescription drugs.

2. The School Medication Record/Medication Request Form must be completed and signed by a parent or legal guardian for initial prescription and any change in dosage.

3. The prescription medication must be brought to school by a parent or legal guardian in the original container, properly labeled by a registered pharmacist as prescribed by law. Most pharmacies will provide parents with an appropriately labeled, separate container for school.

4. A School Medication Record is to be used for each medicine given to a student. Each medication record includes the name of the medication, time given, and the person administering the medicine. At the end of the school year or the discontinuance of the medication, this record must be filed with the student's education record.

5. Medicine should be handled by a minimum number of school personnel.

6. All medications are to be stored in a locked cabinet.

7. The parent or legal guardian must be notified of any missed doses of medication.

8. Medication for a student participating in a field trip must be transported in the original, appropriately labeled container. The staff member administering the medication on the field trip must be trained in administering the medication(s) specified in the student's Health Services Plan and must complete a Medication Administration Skills Checklist for the administration of such medication(s) that is signed by the person providing the training. Administration of medication on field trips must be documented on the Student Medication Record on the day of administration.

9. All controlled substance medications (Schedule I through Schedule V) must be counted by a parent and the principal or his/her designee, upon receipt at the school. In addition, all controlled substance medication must be counted weekly thereafter by two executive director designees as well as before and after field trips; at the discontinuance of the medication; prior to release back to the parent at the end of the school year and/or prior to disposal. Documentation will be provided on the Controlled Substance Medication Count Record. Any discrepancies are to be reported immediately to the executive director or other administrative official. At the end of the school year or the discontinuance of the medication, this record must be filed in the student's education record.

10. Anyone administering medication at Maggie L. Walker Governor's School, on a regular basis, must receive training on Medication Administration and complete a Medication Administration Skill Checklist, signed by the person providing the training.

11. All medication errors are to be reported to the school administration and documented appropriately.

12. Unused medication should be picked up at the end of the school year by a parent or legal guardian. If not picked up by the last school working day in June, it will be disposed of by appropriate school personnel.

#### **D. Epinephrine**

Pursuant to an order or standing protocol issued by the prescriber within the course of his professional practice, the school clinic aide, School Board employee, employee of a local appropriating body or employee of a local health department who is authorized by a prescriber and trained in the administration of epinephrine may possess epinephrine and administer it to any student believed to be having an anaphylactic reaction.

#### **E. Procedure for Administration of Medication**

The procedure below is to be used for the administration of medication:

1. Identify the student; ask the student's name.
2. Make sure the Medication Request Form has been completed and signed appropriately.
3. Even if you have given the medication before, read the prescription label to check the name of the student, name of the medication, dosage, time and route.
4. Administer the medicine to the student. Refrain from touching the medicine with your hands.
5. Observe the student ingesting, injecting, or inhaling the medication.
6. The person administering the medication should initial the record and the time given in the day-of-month block on the Medication Record and note anything unusual (*e.g.*, spilled or wasted medicine, student unable to swallow, refused, note sent to parent, etc.) on back of record.
7. Note absences from school on the Medication Record using daily attendance records.
8. Notify parents of missed doses of medication.

#### **F. Self-Administration of Asthma Medications and Auto-Injectable Epinephrine**

Notwithstanding other provisions of this regulation, a student with a diagnosis of asthma or anaphylaxis is permitted to possess and self-administer auto-injectable epinephrine or an inhaled asthma medication in accordance with this regulation during the school day, at school-

sponsored activities, or while on the school bus or other school property. A student may possess and self-administer asthma medication, or auto-injectable epinephrine, or both, only when the following conditions are met:

1. Written permission from the parent that the student may self-administer auto-injectable epinephrine or an inhaled asthma medication must be on file with the school.
2. Written notice from the student's physician, physician's assistant or nurse practitioner must be on file with the school. The notice must indicate the student's name, state the diagnosis of asthma or anaphylaxis, approve the self-administration of auto-injectable epinephrine or an inhaled asthma medication that has been prescribed for the student, specify the name and dosage of the medication, the frequency with which the medication is to be administered, and the circumstances that warrant use. The physician, physician's assistant, or nurse practitioner shall attest to the student's demonstrated ability to self-administer the medication safely and effectively.
3. An individualized health care plan must be prepared, including emergency procedures, for any life-threatening conditions. Parents must disclose any relevant information regarding the health condition of the student to school personnel.
4. There is a consultation with the student's parent before any limitations or restrictions are imposed on a student's possession and self-administration of inhaled asthma medications and auto-injectable epinephrine and before the permission to possess and self-administer inhaled asthma medications and auto-injectable epinephrine at any point during the school year is revoked.
5. Self-administration of inhaled asthma medications and auto-injectable epinephrine is consistent with the purposes of the Virginia School Health Guidelines and the Guidelines for Specialized Health Care Procedure Manual, which are jointly issued by the Virginia Department of Education and the Virginia Department of Health.
6. Information regarding the health condition of the student may be disclosed to school board employees in accordance with state and federal law governing the disclosure of information contained in student scholastic records.

Permission granted to a student to possess and self-administer asthma medications or auto-injectable epinephrine, or both, will be effective for the school year in which permission is given, and must be renewed annually.

Adopted: March 20, 2014  
Amended: October 15, 2020  
Amended: October 19, 2023

---

Legal Ref.: Code of Virginia, 1950, as amended, §§ 22.1-274, 22.1-274.2, 54.1-2957.02.

Cross Ref.:	Pol 2013	School Building Administration
	Pol 4006	Field Trips
	Pol 4045	Student Records
	Pol 8002.1	Standards for Student Conduct
	Pol 4095	Administration of Medication to Students
	Pol 4094	Anaphylaxis Policy