

MEDICATION ADMINISTRATION

The Macon County Board of Education discourages the use and administration of medication at school but recognizes that under certain circumstances it will be necessary for students to take medication during school hours or while participating in extracurricular activities. N.C.G.S. § 115C307 permits public school employees, when given the authority by the Board, to administer medication prescribed by a doctor upon written request of the parent/guardian. The Board authorizes school system personnel to administer medications in the case of a student who has a chronic health problem, or a student with an unusual health problem. The school will assume no responsibility for students who self medicate or for the transportation of medication to and/or from school.

The school and its personnel and the Board of Education shall assume no liability for complications or side effects of medication when administered in accordance with the instructions provided by the parent/guardian and health care provider. The Board of Education further reserves the right for itself and its employees to refuse to administer medications when, in the opinion of the superintendent in consultation with school nursing personnel, there is a substantial risk of harm to the student or others if medication is administered by school personnel. Such situations include but are not limited to non-FDA approved treatments and medications, "off-label" prescriptions (i.e., uses of FDA-approved treatments and medications which are not FDA-approved), treatments that cannot safely be delegated to non-licensed personnel, and treatments that require monitoring and/or lifesaving equipment.

All medications administered by school personnel during school hours must be prescribed by a physician or dentist. All medications that can be given outside school hours without adversely affecting the health of the student should not be administered at school during school hours. Reasonable efforts should be made by the parent or guardian to obtain physician permission to adjust the dosage of medication prescribed so it can be given at home before and/or after school hours. School staff may administer medication to students at school only if the health care provider deems it necessary for the medication to be given during school hours and if a parent/guardian requests it in writing. Medications shall be administered in accordance with the health care provider's instructions.

When medication is to be administered at school, school personnel shall communicate with the student's parent or guardian about its administration in school and explain the Board's policy and its procedures for the administration of medications at school.

Parent and Guardian Responsibilities

- Sign the “Request for Medication to be Given During School Hours” form and return it to the school.
- Have the medication placed in an appropriately labeled container which indicates the student’s name, the name of the medication, the unit of dosage to be given, the number of dosage units, the time the medication is to be given, and how it is to be administered. A new container is required every time there is a change in the dosage or medication or when there is a refill of the medication.
- Notify the school administration, in writing, when a child’s medication or dosage changes.
- Remove medications from school premises when treatment has been completed.

Administrator’s Responsibilities

- Cooperate with teachers to develop a written procedure for administering medication at his/her building and designate who is responsible for dispensing medication.
- Keep medications locked in a secure place. Exceptions may be made for medication requiring refrigeration.
- Develop a plan that is protective of teachers’ time with students and least disruptive to the instructional process.
- Designate and train at least two persons who have the responsibility for security and/or administration of medications.
- Maintain all records regarding the administration of medication to students, including the written request to administer medications and the medication logs. These records should be maintained for a period of three years past the student’s 18th birthday.
- The School Nurse shall monitor the administration of medications and medication logs.

Self-Medication

If a student must carry certain medication(s) at all times and be allowed to administer the medication him/ herself, the parents/guardians must make the request in writing. The parents must also provide documentation that a professional has trained the student on the proper administration of the medication.