

KILLEEN INDEPENDENT SCHOOL DISTRICT MEDICATION PROCEDURES FOR THE ELEMENTARY STUDENT

At times a student may have an illness/condition which does not prevent the student from attending school but which does require prescription medication. If a parent and physician deem it essential for a student to take prescription medication during school hours and for school employees to administer such medication, the following procedures will be followed:

1. Written permission for administering medication must be provided by the parents, legal guardian, or other person having legal control of the student. A parent permission form may be obtained from the clinic at each school.
2. The parent/guardian is responsible for providing an Administration of Medication by School Personnel form completed and signed by a Physician. **Medication that needs to be administered will not be accepted in the clinic without written permission from the physician and parent/guardian.** The only exception being when a physician orders an antibiotic to be given 4 times a day or a 10 day or less medication where a dose must be given during school hours, then only written permission from the parent is required. If a treatment/procedure is needed to administer any requested medication, a completed and signed Physician's Order for the treatment/procedure must be provided at the time of the request, in addition to the physician's and parent's written permission for the medication.
3. The medication must be in the original container and with the prescription label containing the student's name, name of medication, dose, date, and time(s) for the medication to be administered. **School personnel will not accept any medication with a typed medication labels altered by hand or any medication not in the original bottle.**
4. All prescription medication brought to the school must be administered by school officials according to the guidelines outlined above. Asthma inhalers and emergency medications (epi-pens) are the only allowable exceptions. These medications can be self-administered if the following requirements are met. Written permission from the parent and physician are required and must specify:
 - The student's name
 - The name of the medication
 - The prescribed dosage
 - The condition or disease necessitating the medication administration
 - The time(s) or circumstances under which the medication is to be administered
 - The student is capable of self-administering the medication
 - The period for which the medication is prescribed.

The physician's written permission and a copy of the parent's written permission will be kept in the school clinic. The student must have the parent's written permission in his/her possession along with the medication. The medication must be in the original container with the prescription label stating the student's name, name of the medication, dosage, date and time(s) or circumstances for administration.

Parents shall be solely responsible for the actions of their students with regard to self-administered medications.

5. Over-the-counter medication will not be administered to students without written permission from the parent/legal guardian **AND** the physician that specifies:
 - The student's name
 - The name of the medication
 - The dosage
 - The condition or disease necessitating the medication administration
 - The time(s) or circumstances the medication is to be administered

The medication must be in the original bottle. It can have a prescription label, but it is not required.

Elementary students are not allowed to self-administer nonprescription medication except for applying personal use items which requires a parent signing a personal use consent form. Personal use items include sunscreen, lip balm, and lotion.

Please ask your clinic staff for the parent consent for applying these items. Parents shall be solely responsible for the actions of their students with regards to self-applying personal use items.

6. Dosage changes must be accompanied by written permission from the parent/legal guardian **and** physician. The written permission should include the student's name, date, dosage, name of the medication, time(s) and period for which the medication is to be taken.
7. Students with diabetes may in accordance with their individual health plan for management of diabetes, possess and use monitoring and treatment supplies and equipment while at school or at a school-related activity. See the school nurse for information. [*See policy online FFAF (Legal)*]
8. Injections such as insulin, even if self-administered, should be administered in the clinic so the needle can be disposed of properly.
9. Medication should be taken to the school clinic, **by the parents**, and given to the school nurse or clinic aide. Elementary Students **should not** be transporting medication to or from school. School personnel **may not** send home any medication of any type at any time with a student unless the requirements have been met for the student to self-administer the medication. The parent must pick up the medication or give written authorization for another responsible adult such as a daycare provider or friend to pick up the medicine. **The school district is not responsible for any medication sent to the school with a student.**
10. Any unused medication left in the school clinic at the end of the school year or when a student withdraws must be picked up by the parent/guardian or responsible person designated in writing by the parent/guardian. Any medication that is not picked up on the last day of classes will be destroyed at the end of that day by school officials.
11. All medication administration forms must be renewed at the beginning of each school year, have current school year prescription date and be signed by the parent and physician.
12. The school principal will appoint a responsible employee to supervise the storage and administration of medication.

13. The employee in charge of administering medications must keep them in a locked place (except for medication requiring refrigeration) that is not easily accessible either to students or to others in the building.
14. K.I.S.D. Registered Nurses follow the Rules and Regulations of the Texas Nursing Practice Act.
15. Non-FDA approved products, herbal/dietary products, medications purchased in foreign countries, or non-traditional preparations (including but not limited to: vitamins, supplements, homeopathic remedies and essential oils) may not be administered by school personnel. The parent/guardian may administer the products so long as the use does not interfere with the health or well-being of other students.
16. Nonprescription medications (calamine, petroleum jelly, Normal Saline Eye Wash, Benzalkonium chloride and salt water gargles) will be provided by the district only on a discretionary basis and must have written parental consent to be administered.
17. K.I.S.D. bus drivers and monitors will not personally accept any medication for the purpose of transporting it to the school or the student's home.
18. If a student is in possession of medication on school property including a district school bus or at a school related event, the guidelines for self-administration as specified above must be followed.

MEDICATION PROCEDURES FOR THE MIDDLE SCHOOL STUDENT

At times a student may have an illness/condition which does not prevent the student from attending school but which does require prescription medication. If a parent and physician deem it essential for a student to take prescription medication during school hours and for school employees to administer such medication, the following procedures will be followed:

1. Written permission for administering medication must be provided by the parents, legal guardian, or other person having legal control of the student. A parent permission form may be obtained from the clinic at each school or on the KISD website.
2. The parent/guardian is responsible for providing an Administration of Medication by School Personnel form completed and signed by a Physician. **Medication that needs to be administered will not be accepted in the clinic without written permission from the physician and parent/guardian.** The only exception being when a physician orders an antibiotic to be given 4 times a day or a 10 day or less medication where a dose must be given during school hours, then only written permission from the parent is required. If a treatment/procedure is needed to administer any requested medication, a completed and signed Physician's Order for the treatment/procedure must be provided at the time of the request, in addition to the physician's and parent's written permission for the medication.
3. The medication must be in the original container and with the prescription label containing the student's name, name of medication, dose, date, and time(s) for the medication to be administered. Written permission from the parent/guardian and physician must accompany the medication container. **School personnel will not accept any medication with a typed medication labels altered by hand or any medication not in the original bottle.**

4. Medication should be taken to the school clinic, **by the parents**, and given to the school nurse or clinic aide. The school district is not responsible for any medication sent to the school with a student until the medication is received by the nurse or clinic aide.
5. All prescription medication brought to the school must be administered by school officials according to the guidelines outlined above. Asthma inhalers and emergency medications (epi-pens) are the only allowable exceptions. These medications can be self-administered if the following requirements are met. Written permission from the parent and physician are required and must specify:
 - The student's name
 - The name of the medication
 - The prescribed dosage
 - The condition or disease necessitating the medication administration
 - The time(s) or circumstances under which the medication is to be administered
 - The student is capable of self-administering the medication
 - The period for which the medication is prescribed.

The physician's written permission and a copy of the parent's written permission will be kept in the school clinic. The student must have the parent's written permission in his/her possession along with the medication. The medication must be in the original container with the prescription label stating the student's name, name of the medication, dosage, date and time(s) or circumstances for administration.

6. Middle school students may **self-administer** over-the-counter medications, if they possess a note from a parent/guardian that gives them permission to self-administer a specific over the counter medication.

The note must specify:

- A. The reason the medication is to be taken
- B. The dose
- C. The time(s) the medication is to be taken
- D. The student's name
- E. Name of medication
- F. Date(s) to be taken and date that the note was written

The medication must be:

- A. In the original container
- B. The student's name must be on the container.

Parents shall be solely responsible for the actions of their students with regard to self-administered medications.

7. **Nonprescription** medication can be given in the clinic if the medication is in the original bottle and accompanied by written permission from the **parent and physician**.
8. Students with diabetes may in accordance with their individual health plan for management of diabetes, possess and use monitoring and treatment supplies and equipment while at school or at a school-related activity. See the school nurse for information. [*See policy online FFAF (Legal)*]
9. Injections such as insulin, even if self-administered, should be administered in the clinic so the needle can be disposed of properly.
10. Medication dispensed by the clinic can be sent home with the student if the parent provides written authorization to the clinic staff. **Parents shall be solely responsible for the actions of their student and the medication once the medication leaves the clinic.**

11. Dosage changes must be accompanied by written permission from the parent/legal guardian **and** physician. The written permission should include the student's name, date, dosage, name of the medication, time(s) and period for which the medication is to be taken.
12. All medication administration forms must be renewed at the beginning of each school year, have current school year prescription date and be signed by the parent and physician.
13. The school principal will appoint a responsible employee to supervise the storage and administration of medication.
14. The employee in charge of administering medications must keep them in a locked place (except for medication requiring refrigeration) that is not easily accessible either to students or to others in the building.
15. K.I.S.D. Registered Nurses follow the Rules and Regulations of the Texas Nursing Practice Act.
16. Non FDA approved products, herbal/dietary products, medications purchased in foreign countries, or non-traditional preparations (including but not limited to: vitamins, supplements, homeopathic remedies and essential oils) may not be administered by school personnel. The middle school student with parent note may administer the products so long as the use does not interfere with the health or well-being of other students.
17. Nonprescription medications (calamine, petroleum jelly, Normal Saline Eye Wash, Benzalkonium chloride and salt water gargles) will be provided by the district only on a discretionary basis and must have written parental consent to be administered.
18. K.I.S.D. bus drivers and monitors will not personally accept any medication for the purpose of transporting it to the school or the student's home.
19. If a student is in possession of medication on school property including a district school bus or at a school related event, the guidelines for self-administration as specified above must be followed.
20. Parents and students should be familiar with policies which have been adopted by the school board pertaining to the possession and use of drugs.

MEDICATION PROCEDURES FOR THE HIGH SCHOOL STUDENT

If a parent and/or physician deem it essential for a student to take medication during school hours, the following procedures will be followed:

1. Secondary students are assumed to be mature enough to dispense whatever medication might be approved by their parents. Therefore, the school will not become involved in monitoring, administering, or storing medication for secondary students unless specifically requested by the parents in accordance with the procedures outlined below for the administration of medication by school employees.

If the parent believes it to be essential for a student to self-administer nonprescription (over-the-counter) or prescription medication other than an asthma inhaler or anaphylaxis medication at school, **the student must have a note in his/her possession** stating that the

parent has given permission for the student to self-administer a specific nonprescription (over-the-counter) or prescription drug.

The note must specify:

- A. The reason the medication is to be taken.
- B. The dose.
- C. The time(s) the medication is to be taken.
- D. The student's name.
- E. Name of medication.
- F. Date(s) to be taken and date that the note was written

The medication must be:

- A. In the original container.
- B. If the medication is non-prescriptive (over-the-counter), the student's name must be on the container.
- C. If the medication is prescriptive, the student's name must be on the prescription label.

Parents shall be solely responsible for the actions of their students with regard to self-administered medications.

2. If a student needs to carry an asthma inhaler or anaphylaxis medication, the parent must provide written permission from the parent/legal guardian **and** the physician. The written permission must specify:

- A. The student's name
- B. The name and purpose of the medication
- C. The dosage
- D. The condition or disease necessitating the medication administration
- E. The time(s) or circumstances the medication is to be administered

F. The student is capable of self-administering the medication

The physician's written permission and a copy of the parent's permission will be kept in the school clinic. The student must have the parent's written permission in his/her possession along with the medication. The medication must be in the original container with the prescription label stating the student's name, name of the medication, dosage, date and time(s) or circumstances for administration. Dosage changes must be accompanied by written permission from the parent/legal guardian **and** physician. The written permission should include the student's name, date, dosage, name of the medication, time(s) and period for which the medication is to be taken.

Parents shall be solely responsible for the actions of their students with regard to self-administered medications.

3. Prescription and Nonprescription medication can be given in the clinic if the medication is in the original bottle and accompanied by written permission from the **parent and physician**. A prescription label is not required on the nonprescription medication.
4. Students with diabetes may in accordance with their individual health plan for management of diabetes, possess and use monitoring and treatment supplies and equipment while at school or at a school-related activity. See the school nurse for information. [See policy online FFAF (Legal)]
5. Injections such as insulin, even if self-administered, should be administered in the clinic so the needle can be disposed of properly.
6. Medication dispensed by the clinic can be sent home with the student if the parent provides written authorization to the clinic staff. **Parents shall be solely responsible for the actions of their student and the medication once the medication leaves the clinic.**
7. All medication administration forms must be renewed at the beginning of each school year, have current school year prescription date and be signed by the parent and physician.
8. The school principal will appoint a responsible employee to supervise the storage and administration of medication.
9. The employee in charge of administering medications must keep them in a locked place (except for medication requiring refrigeration) that is not easily accessible either to students or to others in the building.
10. K.I.S.D. Registered Nurses follow the Rules and Regulations of the Texas Nursing Practice Act.
11. Non FDA approved products, herbal/dietary products, medications purchased in foreign countries, or non-traditional preparations (including but not limited to: vitamins, supplements, homeopathic remedies and essential oils) may not be administered by school personnel. The high school student with parent note may administer the products so long as the use does not interfere with the health or well-being of other students.
12. Nonprescription medications (calamine, petroleum jelly, Normal Saline Eye Wash, Benzalkonium chloride and salt water gargles) will be provided by the district only on a discretionary basis and must have written parental consent to be administered.
13. K.I.S.D. bus drivers and monitors will not personally accept any medication for the purpose of transporting it to the school or the student's home.
14. If a student is in possession of medication on school property including a district school bus or at a school related event, the guidelines for self-administration as specified above must be followed.
15. Parents and students should be familiar with policies which have been adopted by the school board pertaining to the possession and use of drugs