

**THORP SCHOOL DISTRICT
BOARD POLICY**

No. 3416

3000 STUDENTS

3416 Medication at School

General Statement

Under normal circumstances, all student medications, both prescription and over-the-counter (OTC) medication should be administered before and/or after school hours under supervision of the parent /guardian. When it is necessary for a student to receive prescription or OTC oral, topical medication, eye drops, ear drops, or nasal spray at school or at school-sponsored events, the parent/guardian must submit a written parental request and a written authorization form from a licensed healthcare practitioner (LHP), prescribing within the scope of his or her prescriptive authority. If the medication will be administered for more than fifteen consecutive days, the health professional must also provide written, current and unexpired instructions for the administration of the medication.

The superintendent will establish procedures for required and proper:

- A. Designating staff members who may administer medication to students;
- B. Training, delegation, and supervision of staff members in the administration of medication to students by a registered nurse (RN), including oral medication, topical medication, eye drops, ear drops, and/or nasal spray;
- C. Obtaining signed and dated parent/guardian and LHP request and authorization for the administration of medications, including instructions from the LHP if the medication is to be given for more than fifteen (15) days;
- D. Transporting medications to and from school;
- E. Storing medication in a locked or limited access facility;
- F. Labeling medication;
- G. Administering of medication, including identification of student and medication;
- H. Documenting administration of medication, including errors, reactions, or side effects;
- I. Disposing of medications;
- J. Maintaining records pertaining to the administration of medication;
- K. Maintaining student confidentiality;
- L. Permitting, as appropriate, possession and self-administration medications necessary student school attendance;

M. Permitting possession and self-administration of over-the-counter topical sunscreen products (see Sunscreen Section below); and

N. Reviewing and evaluating of medication practices and documentation.

School District Policy and Procedure 3419 - Self-Administration of Asthma and Anaphylaxis Medication and School District Policy and Procedure 3420 - Anaphylaxis Prevention and Response govern the use of injectable medication for the treatment of anaphylaxis.

Except for limited situations, no school staff other than a RN or licensed practical nurse (LPN) may administer suppositories, rectal gels, or injections (except for emergency injections for students with anaphylaxis, as stated in School District Policy and Procedure 3419 - Self-Administration of Asthma and Anaphylaxis Medication and School District Policy and Procedure 3420 - Anaphylaxis Prevention and Response). In some situations, a parent designated adult (PDA) may administer certain injections.

If the school decides to discontinue administering a student's medication, the superintendent or designee must provide notice to the student's parent/ guardian orally and in writing prior to the discontinuance. There must be a valid reason for the discontinuance that does not compromise the health of the student or violate legal protections for the disabled.

Sunscreen

Over-the-counter topical sunscreen products may be possessed and used by students, parents/guardians, and school staff without a written prescription or note from a licensed health care provider if the following conditions are met:

- A. The product is regulated by the US Food and Drug administration as an over-the-counter sunscreen product; and
- B. If possessed by a student, the product is provided to the student by a parent/guardian.

Medical Marijuana

Washington State law (RCW 69.51A.060) permits the use of medical marijuana, however, federal law (Title IV-Part A—Safe and Drug Free Schools and Communities and the Controlled Substances Act (CSA) (21 U.S.C. § 811) prohibits the possession and use of marijuana on the premises of recipients of federal funds including educational institutions. School nurses may not administer medical marijuana. See 3423 – Parental Administration of Marijuana for Medical Purposes, regarding parental administration of medical marijuana on school grounds, school bus, and school-sponsored activities.

Cross References:	Board Policy 3420 3419	Anaphylaxis Prevention and Response Self-Administration of Asthma and Anaphylaxis Medications Substance Abuse Program
Legal References:	RCW 28A.210.260 RCW 28A.210.270	Public and Private Schools – Administration of Medication – Conditions Public and Private Schools – Administration of Medication –

Immunity from Liability –
Discontinuance, Procedure

Management Resources: 2017 – July Issue
2014 – February Issue
2012 – August Issue
Policy News, February 2001 Oral Medication Definition
Expanded
OSPI Bulletin
*Orientation Level Training for School Employees Who Administer
Oral Medications to students,*
August 2001
[http://www.k12.wa.us/Special
Ed/pubdocs/oral_medications_trainin
g_manual.pdf](http://www.k12.wa.us/SpecialEd/pubdocs/oral_medications_training_manual.pdf)

Adoption Date: 02-15-01

Reviewed: 9-22-09

Revised: 11-27-12; 3-11-14; 9-12-17; 10-22-19

Classification: Essential