

Students

ADMINISTERING MEDICATION AND MONITORING HEALTH CONDITIONS

Definitions

Authorized health care provider means an individual who is licensed by the State of California to provide medication. (5 CCR 601)

Other designated school personnel may include any individual employed by the District who has consented to administer the medication or otherwise assist the student, and who may legally administer the medication. (5 CCR 601)

Medication may include not only a substance dispensed in the United States by prescription, but also a substance that does not require a prescription, such as over-the-counter remedies, nutritional supplements, and herbal remedies. (5 CCR 601)

Parent's/Guardian's Responsibilities

Before a designated employee assists in the administration of any prescribed medication to any student during school hours, the District shall have: a written statement from the student's authorized health care provider and a written statement from the student's parents/guardians initiating such a request. (Education Code 49423; 5 CCR 600)

The authorized health care provider's written statement shall clearly:

1. Identify the student.
2. Identify the medication, appropriate dose, and route.
3. Specify the period of time during which the medication is to be taken.
4. Contain the name, address, telephone number, and signature of the authorized health care provider.

At the beginning of each school year, the parents/guardians shall provide the Superintendent/designee a new written statement from the designated health care provider. In addition, the parents/guardians shall provide a new statement whenever there is a change in the student's health care provider or change in medication or dosage, method, date, or time which the medication is required to be taken, or any other change in the student's circumstances.

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The parent's/guardian's written statement shall:

1. Identify the student.
2. Grant permission for the authorized District representative to communicate directly with the student's authorized health care provider, as may be necessary, regarding the health care provider's written statement or any other question about the medication.
3. Contain an acknowledgment that the parents/guardians understand how District employees will administer or otherwise assist the student in the administration of medication.
4. Contain an acknowledgment that the parents/guardians understand his/her responsibilities to enable District employees to administer or otherwise assist the student in the administration of medication including, but not limited to, the parent's/guardian's responsibility to provide a written statement from the authorized health care provider and to ensure that the medication is delivered to the school in a proper container by an individual legally authorized to be in possession of the medication.
5. Contain an acknowledgment that the parents/guardians may terminate consent for such administration at any time.

Parents/guardians shall provide medications in a properly labeled, original container along with the health care provider's instructions. For prescribed medication, the container shall bear the name and telephone number of the pharmacy, the student's identification, name and phone number of the health care provider, and instructions. Medications that are not in their original container shall not be accepted or administered. Medications shall be delivered to the school by the parent/guardian, unless the Superintendent/designee authorizes another method of delivery.

The parents/guardians of a student on a continuing medication regimen for a nonepisodic condition shall inform the school nurse or other designated certificated employee of the medication being taken, the current dosage, and the name of the supervising health care provider.

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Parents/guardians may request in writing that their child be allowed to self-administer, monitor, or treat his/her existing medical condition. The parents/guardians shall also provide a written statement from the student's authorized health care provider, as specified above. The statement shall acknowledge that the student is capable of self-administering the medication and that the student's health care provider has trained the student in self-administration.

Parents/guardians may designate an individual who is not an employee of the District to administer medication to his/her child as long as the individual is clearly identified, willing to accept the designation, permitted to be on the school site, and any limitations on the individual's authority are clearly established. The parents/guardians shall provide a written statement designating the individual and containing the information required above.

Designated Employee/District Responsibilities

The school nurse or designated employee shall:

1. Administer or assist in administering the medication in accordance with the authorized health care provider's written statement.
2. Accept delivery of medication from the student's parent/guardian, including counting and recording the medication upon receipt.
3. Maintain a list of students needing medication during the school day, including the type of medication, times, and dosage, as well as a list of students who are authorized to self-administer medication.
4. Maintain a medication log documenting the administration of medication including the student's name, name of medication the student is required to take, dose of medication, method by which the student is required to take the medication, time the medication is to be taken during the regular school day date(s) on which the student is required to take the medication, authorized health care provider's name and contact information, and a space for daily recording of medication administration.

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5. Maintain a medication record including the authorized health care provider's written statement, the parent's/guardian's written statement, the medication log, and any other written documentation related to the administration of medication to the student.
6. Ensure that student confidentiality is appropriately maintained.
7. Coordinate the administration of medication during field trips and after-school activities.
8. Report any refusal of a student to take his/her medication to the parent/guardian.
9. Keep all medication in a locked drawer or cabinet. Inform office staff where keys are kept and who has the keys.
10. Communicate with the authorized health care provider regarding the medication and its effects.
11. Counsel school personnel regarding the possible effects of the medication on the student's physical, intellectual, and social behavior, as well as possible behavioral signs and symptoms of adverse side effects, omission, or overdose.
12. Ensure that unused, discontinued, and outdated medication is returned to the student's parents/guardians where possible or, if the medication cannot be returned, is disposed of in accordance with state laws and local ordinances by the end of the school year.

Notifications

The Superintendent/designee shall inform all parents/guardians of the following requirements: (Education Code 49480)

1. The parents/guardians of a student on a continuing medication regimen for a nonepisodic condition shall inform the school nurse or other designated certificated employee of the medication being taken, the current dosage, and the name of the authorized health care provider.

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2. With the parent's/guardian's consent, the school nurse or other designated employee may communicate with the student's authorized health care provider regarding the medication and its effects and may counsel school personnel regarding the possible effects of the drug on the student's physical, intellectual, and social behavior, as well as possible behavioral signs and symptoms of adverse side effects, omission, or overdose.

Regulation

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CHULA VISTA ELEMENTARY SCHOOL DISTRICT
Chula Vista, California