

**MEDICATION:  
ADMINISTERING TO STUDENTS**

It is the policy of the Southwest Technology Center Board of Education that if a student under the age of 18 is required to take medication during school hours and the parent or guardian cannot be at school to administer the medication or if circumstances exist that indicate it is in the best interest of the student that a nonprescribed medication be dispensed to that student, an administrator or designated school employee may administer the medication only as follows:

1. Prescription medication must be in a container that indicates the following:
  - A. student's name,
  - B. name and strength of medication,
  - C. dosage and directions for administration,
  - D. name of physician or dentist,
  - E. date and name of pharmacy, and
  - F. whether the child has asthma or other disability which may require immediate dispensation of medication.

The medication must be delivered to the campus director's office in person by the parent or guardian of the student unless the medication must be retained by the student for immediate self-administration. The medication will be accompanied by written authorization from the parent, guardian, or person having legal custody that indicates the following:

- A. purpose of the medication,
  - B. time to be administered,
  - C. whether the medication must be retained by student for self-administration,
  - D. termination date for administering the medication, and
  - E. other appropriate information requested by the campus director or designee.
2. Self-administration of inhaled asthma medication by a student for treatment of asthma is permitted with written parental authorization. The parent or guardian of the student must also provide a written statement from the physician treating the student that the student has asthma and is capable of, and has been instructed in the proper method of, self-administration of medication. Additionally:
  - A. The parent or guardian must provide the school with an emergency supply of the student's medication to be administered as authorized by state law.
  - B. The school district will inform the parent or guardian of the student, in writing, and the parent or guardian shall sign a statement acknowledging, that the school district and its employees and agents shall incur no liability as a result of any injury arising from the self-administration of medication by the student.
  - C. Permission for the self-administration of asthma medication is effective for the school year for which it is granted and shall be renewed each subsequent school year upon fulfillment of the above requirements.
  - D. A student who is permitted to self-administer asthma medication shall be permitted to possess and use a prescribed inhaler at all times.

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E. Definitions:

1. **Medication** means a metered dose inhaler or a dry powder inhaler to alleviate asthmatic symptoms, prescribed by a physician and having an individual label.
2. **Self-administration** means a student's use of medication pursuant to prescription or written direction from a physician.
3. Nonprescription medication may be administered only with the written request and permission of a parent, guardian, or person having legal custody when other alternatives, such as resting or changing activities, are inappropriate or ineffective. The medication will be administered in accordance with label directions or written instructions from the student's physician.

In addition to the person(s) authorized to administer non-prescription medicine and filled prescription medicine pursuant to the above provisions, a nurse employed by a county health department and subject to an agreement made between the county health department and the school district for medical services, may administer non-prescription medicine and filled prescription medicine pursuant to these provisions.

The administrator, or administrator's designee, will:

- A. Inform appropriate school personnel of the medication being administered
- B. Keep an accurate record of the administration of the medication (name of the student to whom the medicine was administered, the date the medicine was administered, the name of the person who administered the medication, and the type or name of the medicine that was administered)
- C. Keep all medication in a locked cabinet except medication retained by a student per physician's order (medicines shall be properly stored and not readily accessible to persons other than the persons who will administer the medication)
- D. Return unused prescription to the parent or guardian only

The parent, guardian, or person having legal custody of the student is responsible for informing the designated official of any change in the student's health or change in medication.

The school shall keep on file the written authorization from the parent, guardian, or person having legal custody of the student to whom the medicine is to be administered.

A school nurse, county nurse, administrator, or the designated school employee(s) shall not be liable to the student or parent, guardian, or person having legal custody of the student for civil damages for any personal injuries to the student which result from acts or omissions of the school or county nurse, administrator, or designated school employee(s) in administering any medicine pursuant to the provisions of this section. This immunity shall not apply to acts or omissions constituting gross, willful, or wanton negligence.

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This policy statement will be provided to a parent or guardian upon receipt of a request for long-term administration of medication.

**REFERENCE:** 10 O.S. §170.1  
59 O.S. §353.1  
70 O.S. §1-116, et seq.

**CROSS-REFERENCE:** Student Handbooks

**Adopted:** January 1994 as policy S-172 and policy S-173  
**Revised:** November 1995