

**QUINCY PUBLIC SCHOOL DISTRICT #172**  
**POLICY FOR ADMINISTRATION OF MEDICATION IN SCHOOLS**

The administration of medication or supervision of self-medication to students during regular school hours should be discouraged unless necessary for a student's health and well-being.

A certificated school nurse or registered nurse must manage the medication administration program following the *Recommended Guidelines for Medication Administration in Schools* developed by the Illinois Department of Human Services (IDHS) and the Illinois State Board of Education (ISBE), September 2000.

A designated administrator will be responsible for medication administration or supervision of self-medication when a nurse is not available. Teachers or other employees cannot be required to administer medication or supervise self-medication although they may volunteer to do so.

When a student's licensed prescriber and parent/guardian believes that it is necessary for the student to take a medication during school hours, the parent/guardian must request that the school administer the medication to the child and follow the District's "Guidelines for the Administration of Medication at School".

A licensed prescriber is defined as:

1. Physician – a physician licensed to practice medicine in all of its branches including Medical Doctors and Doctors of Osteopathy;
2. Dentist – a person licensed to practice dentistry in any of its branches;
3. Podiatrist – a physician licensed to practice podiatric medicine;
4. Optometrist – a person licensed to practice optometry;
5. Physician Assistant – a person licensed as a physician assistant in accordance with written guidelines required under the Physician Assistant Practice Act.
6. Advanced Practice Nurse – an advanced practice nurse in accordance with written guidelines required under the Nurse Practice Act.

Medications stored and/or administered at school must be FDA approved pharmaceuticals prescribed within their therapeutic range and in compliance with accepted standards of safe treatment regimens.

Medications must be stored in a separate locked drawer or cabinet. When the medication being stored is a controlled substance, the locked cabinet must be securely affixed to the wall. Medications requiring refrigeration must be kept in a refrigerator separate from food products.

A student may possess, for immediate use at the student's discretion an:

**(A) Epinephrine auto-injector:** provided (1) the parent provided written authorization from the student's physician, physician's assistant or advance practice registered nurse (hereafter, "physician"), and (2) the parent provided a written statement from the pupil's physician containing the name and purpose of the epinephrine auto-injector, the prescribed dosage, and the time or circumstances under which the epinephrine auto-injector is to be administered.

**(B) Asthma inhaler:** provided the parent provided (1) written authorization, and (2) a prescription label with the name of the medication, the prescribed dosage and the time or circumstances under which the medication is to be administered.

No student shall possess or consume any prescription or non-prescription medication on school grounds other than as provided for in this policy.

No School District employee shall administer to any student or supervise a student's self-administration of any prescription or non-prescription medication until a completed and signed "Authorization and Permission for Administration of Medication" has been submitted and reviewed by the school nurse.

Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering medication.

**Field Trips (during the school day)** - Classroom teacher or designated staff member should complete and turn in to school nurse field trips request form at least one week before the field trip.

Daily Medications will be sent with classroom teachers. The nurse will send a copy of the medication orders and instructions for medication administration.

Staff members going on a field trip where emergency PRN medications are required should have completed epi-pen training with the school nurse.

Emergency PRN medications, including inhalers, will be sent.

A School Nurse may go on field trips only when medications that cannot be delegated may be required, and a parent/guardian/designee will not be attending.

Emergency undesignated medications will remain at school in the emergency bag.

If the whole school is going on the field trip, the nurse may attend and take the emergency bag and emergency undesignated medications.

In an emergency situation staff will call 9-1-1.

**Field Trips (overnight)** – Staff coordinating an out of town field trip will be responsible for appropriate forms and medications.

Undesignated medications will remain at school in the emergency bag.

In an emergency situation staff will call 9-1-1.

### **Emergency Procedure Drills/Lockdown –**

Follow your school emergency plan.

If your school plan requires students to be separated into two different locations, school nursing staff should split up. Each nurse should take an emergency bag, with undesignated medications, laptop, and radio if available.

Nurse's should be aware of the location of all high need students.

*Recommended Guidelines For Medication Administration in Schools, IDHS and ISBE, September 2000.*

*Self-Administration and Self-Carry of Medications for Asthma and Allergy (PA98-0795), ISBE Guidance Document, April 2015*