

## KILLEEN INDEPENDENT SCHOOL DISTRICT 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.

**a. This does not apply to DAEP students.**

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 saltwater 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