

# WEST GEAUGA LOCAL SCHOOLS

## USE OF MEDICATIONS POLICY

Sections 3313.173 of the Ohio Revised Code, enacted in 1984, requires boards of education to adopt policies regarding the administration of prescription drugs to students. West Geauga's Board policy adheres to the letter and intent of this law. The sections of the policy pertaining to the parent's responsibility are reproduced here.

"The Board of Education shall not be responsible for the diagnosis and treatment of student illness. The administration of prescribed medication to a student during school hours will be permitted only when in accordance with this policy."

- A. The school principal should designate one responsible person, e.g. the school nurse, to supervise the storing and dispensing.
- B. The medication should be kept in a locked place that is not easily accessible to students or unauthorized persons.
- C. The parent/guardian should bring the medication to the school and give it either to the principle or his/her designated representative. The student should not transport the medication or self-administer it.
- D. Prior to dispensing the first dose of medication to a student, the following conditions must be met:
  - 1. A written and signed physician's request form must be received by the school identifying the student; the medication and dosage or procedure required; the times required; possible reaction which should be reported to the physician; special instructions including storage and sterilization requirements; date when medication or procedure is to be discontinued; date of request form; and physician's name, address and phone number.
  - 2. A written permission form signed by the student's parent(s) or guardian(s) authorizing the school personnel to administer the medication or procedure as instructed by the physician. Parents and/or guardians must agree to deliver the medication to the school and notify the school if the medication, dosage, or medical procedure is changed, or to be eliminated.
  - 3. A section on the form above to be signed by the building principal and each person authorized to administer the medication or medical procedure.
- E. Prior to the administrating of any medical procedure to or for a disabled student, the medical procedure must be included in the student's individual education plan and on the completed forms cited in Letter D above. In addition, written documentation must be on file indicating the training provided for each person authorized to administer any medical procedure to or for a student. This documentation must show: what training was given; who gave the training and the trainer's professional status; when the training was given and the duration of the training period.
- F. Each student's medication shall be in a proper container and have affixed a prescription label. The label shall state the student's name, physician name, name of medication, directions for dosage, mode of administration, and the time and duration the medication is to be given.
- G. The school nurse shall explain to the student and /or staff members involved the possible side effects of the medication. The school nurse should be the school personnel to administer the first dose of medication.
- H. Medication for allergic reactions must be accompanied by a signed statement as to need as well as information that is required above. In addition, written documentation must be on file indicating the training provided for each person authorized to administer any medical procedure to or for a student. This documentation must show: what training was given; who gave the training; the trainer's professional status; when the training was given; and the duration of the training.