


# Stanwood Camano School District

TO: Board of Directors  
FROM: Pam Gentz   
SUBJECT: Board Policy 3416 Revisions  
DATE: May 5, 2015  
TYPE: Action Needed

Attached, please find first reading of revised Student Policy 3416 Medication at School. Adjustments to the policy are being made based on legal counsel's advice and changes made by Office of Superintendent of Public Instruction, Bulletin 34-01, Learning and Teaching Support, which reads:

Although schools may administer medications obtained without a Licensed Health Care Provider's (LHP) prescription, they may do so only on the LHP's request. In other words, simply because a school administers an Over the Counter Medication (OTC) rather than a prescription medication does not relieve the school from the obligation to get a "written, current, and unexpired request" from the LHP prescribing within the scope of his or her prescriptive authority for the administration of that medication (RCW 28A.210.260[4]). Failure to get a LHP'S request may exclude the school from the protection of RCW28A.210.270(1), which states that school and their employees "shall not be liable in any criminal action or for civil damages..." if they comply substantially with RCW 28A.210.260.

District officials who are responsible for components of the policy and procedure have reviewed these documents.

**RECOMMENDATION:**

We recommend the Board move to approve the first reading of revised Student Policy 3416 Medication at School.

## MEDICATION AT SCHOOL

Under normal circumstances prescribed **or non-prescribed** and oral medication oral over the counter medication should be dispensed before and/or after school hours under supervision of the parent or guardian. Oral medications are administered by mouth either by swallowing or inhaling including through a mask that covers the mouth or mouth and nose.

If a student must receive prescribed or non-prescribed oral **or topical** medication, **eye drops, ear drops or nasal spray (“medications”)** from an authorized staff member **due to a valid health reason which makes administration of the medication advisable during the hours when school is in session or the hours in which the student is under the supervision of school officials**, the parent /**guardian** must submit a written authorization accompanied by written request **instructions** from a licensed health **care** professional prescribing within the scope of his or her prescriptive authority. If the medication will be administered for more than fifteen consecutive days, the health professional must also provide written, current and unexpired instructions for the administration of the medication.

The superintendent shall establish procedures for:

- A. Training and supervision of staff members in the administration of prescribed or non-prescribed oral medication to students by a physician **licensed health care professional** or registered nurse;
- B. Designating staff members who may administer prescribed or non-prescribed oral medication to students;
- C. Obtaining signed and dated parental /**guardian** and **licensed** health **care** professional requests for the administering **dispensing** of prescribed or non-prescribed oral medications, including instructions from **the licensed** health **care** professional; if the medication is to be given for more than fifteen days;
- D. Storing prescribed or non-prescribed medication in a locked or limited access facility; and
- E. Maintaining records pertaining to the administration of prescribed or non-prescribed oral medications; **and**
- F. Permitting, under limited circumstances, students to carry and self-administer medications necessary to their attendance at school **as indicated in the parent’s /guardian’s written authorization and the written instructions from a licensed health care professional prescribing within the scope of his/her prescriptive authority.**
- G. **Discontinuance of the administration of prescribed or non-prescribed oral medication.**

No medication shall be administered by injection except when a student is susceptible to a predetermined, life-endangering situation. In such an instance, the parent shall submit a written and signed permission statement. Such an authorization shall be supported by signed and dated written orders accompanied by supporting directions from the licensed health professional. A staff member shall be trained prior to injecting a medication.

Medications administered by routes other than oral (ointments, drops, nasal inhalers, suppositories or non-emergency **nasal spray or** injection may not be administered by school staff other than registered nurses or licensed practical nurses **except as allowed by Policy and Procedure 3412 and 3412P, Life Threatening Conditions.**

If the district decides to discontinue administering a student’s medication, the superintendent or designee must provide notice to the student’s parent or guardian orally and in writing prior to the discontinuance. There shall be a valid reason for the discontinuance that does not compromise the health of the student or violate legal protections for the disabled.

Legal References:      RCW 28A.210.260  
                                 RCW 28A.210.270

Public and private schools -Administration  
of Medication - Conditions  
Public and private schools - Administration  
of Medication - Immunity from Liability  
– Discontinuance, procedure

**Adoption Date: 06.03.03**  
**Stanwood-Camano School District**  
**Revised: Proposed May 19, 2015**