

Student Medication Guidelines

STUDENT SELF-MEDICATION AND ADMINISTRATION

With the written permission of parent/guardian, approval by the Principal, and notification to the school nurse office students may be authorized to carry on their person and independently take their own emergency medication (prescription injectable epinephrine device, inhaler, glucagon, insulin, etc.). Such approval shall assure school personnel that the child has been properly instructed in self-administering the medication. Written authorization of the student's health care practitioner also is required.

If the student does not wish to carry emergency medication on their person, it shall be kept in a secure cabinet in the nurse's office unless otherwise approved by the Principal or designated staff.

If at any time a student demonstrates an inability to self-administer medication properly during school hours, s/he will lose the right to do so. The parent/guardian will be notified immediately of this situation and offered a meeting with the nurse or the school Principal if desired.

ALLERGIC REACTIONS

The District emergency action plan to address allergic reactions -- to protein in food, medication, pollen or insect stings -- occurring in students with no history of anaphylaxis; asthma attacks, non-responsive to emergency medication provided by the parent/guardian; hypoglycemic crisis, non-responsive to emergency oral medications as ordered by the physician/health care provider is as follows:

- Have the Nurse or another adult STAY WITH THE STUDENT. Call 911 or have someone call 911.
- Notify the Building Administrator.
- Notify the Parent/Guardian.
- Complete a Student Accident Report.

MEDICATIONS

Medication should be given at home when possible, especially the first dose. However, the Henderson County Board of Education will assist in maintaining medication schedules for any student who requires such medication to attend school. It is District policy that trained staff members of Henderson County Schools shall be permitted to administer medication during school hours if it is not feasible for the parent to do so. Medication that must be given at school should be brought to school by the parent/guardian whenever possible, as it is not the practice to allow Henderson County Schools' students to transport their own medications. The medication should be counted, and the number of pills received should be noted on the Medication Administration Record (MAR). It is best practice for the person bringing in the medication to also initial the MAR.

The goal of the Henderson County Schools' medication administration policy is to ensure safe and appropriate medication administration by staff members when necessary.

Student Medication Guidelines

MEDICATION ADMINISTRATION

Except for emergency medications (including, but not limited to FDA approved seizure rescue medications and injectable epinephrine devices) and medications approved for students to carry for self-medication purposes, storage of all medications shall be in a secure, safe locked cabinet accessible only to the responsible authorized school personnel. Medications requiring refrigeration shall be stored in a separate refrigerator in a supervised area.

Any use of opioid antagonist shall comply with KRS 217.186.

Parents/guardians shall be informed of policy and procedure requirements. School personnel responsible for the safe and appropriate administration of medication shall not be permitted to administer medication if the requirements outlined in this procedure are not followed. In such situations, the parent/guardian will be notified by telephone and/or written notice.

The parent or legal guardian must complete and sign a Board-approved authorization for administration of any medication at school. This authorization must contain the following information: the student's physician/health care provider, the full name of the medication(s) approved, the dosage approved/prescribed, the time(s) administration required during school hours, known allergies, and any known side effects of medication(s) approved. This medication authorization must be completed each school year, and must be updated with any medication or regimen change.

~~A parent/guardian's hand-written request for staff to administer medication to a student shall be honored for that day only. This written request must contain the following information:~~

- ~~• Student Name~~
- ~~• Medication Name~~
- ~~• Proper dosage in accordance with pharmacy label or the recommended dosage label on over-the-counter medications~~
- ~~• Appropriate time(s) to administer the medication with regard to pharmacy label or dosage label~~
- ~~• The date~~
- ~~• Parent/Legal Guardian signature~~

CONTROLLED/SCHEDULED MEDICATIONS

"Controlled/scheduled medications" are medications that are potentially addictive and are regulated under the Controlled/Scheduled Substance Act of 1970. The following are the procedures related to the administration and storage of controlled/scheduled medications:

- Kept under double lock and key
- Kept separate from other medications
- Signed out each time a dose is administered
- Trained staff shall count and record the number of remaining pills on the student's medication record each time a dose is administered.

Guidelines for Medication Distribution

GENERAL MEDICATION

All prescriptions and over-the-counter (OTC) medications brought into Henderson County Schools shall be taken to the school's office immediately upon arrival at school. Students in violation of this shall be subject to disciplinary action by the Principal of the school. A signed, completed consent must accompany the prescription medication and a medical practitioner's order and parental consent must accompany over-the-counter medication, or it must be completed at that time by the parent/guardian. Medications not accompanied by a written, signed consent form shall not be administered.

A signed completed parental consent and a medical practitioner's order must accompany over-the-counter and/or prescription medications. Medications not accompanied by a written, signed consent form shall not be administered.

All medications shall be brought to the school by a parent/guardian or other designated adult. In the event the parent/guardian cannot bring the medication to school, it is that parent/guardian's responsibility to notify the school. ~~The school Principal or designated staff must give approval before the student transports the medication to school if the student is in elementary school.~~

No over-the-counter products shall be given without a physician/health care provider's order.

All medications must be in their original container, match the container's label and have unexpired dates. No two (2) liquid medications may be mixed. No two (2) medications may be in the same bottle. A licensed physician/health care provider must prescribe the medication for the student. A pharmacy approved measuring device must accompany liquid prescriptions.

Students are to be supervised by an authorized individual while taking any medication.

The first dose of any medication is recommended to be given at home under parental/guardian supervision.

Medication shall not be "borrowed" from another student for administration—even from a sibling with identical medication. Contact the parent/guardian by telephone and alert them of the need for medication.

Students shall not share any medication, prescription or over-the-counter, with another student. Each school year the District shall notify students of this prohibition. Violations shall result in appropriate disciplinary action, including but not limited to, suspension or expulsion.

Medication without a physician/health care provider's order left at school will be destroyed after ten (10) days. Medication(s) with expired dates will be destroyed to ensure the safety of all students. All medications left at school at the end of the last day of the school year will be destroyed by the school nurse and or the school Principal to ensure the safety of all students.

Guidelines for Medication Distribution

FIELD TRIP MEDICATION ADMINISTRATION

If a student is attending a field trip away from school during his/her scheduled medication time, school personnel, trained annually in field trip medication administration, will be designated to administer the medication while on the field trip. Notification and preparation for administering medication during a field trip should begin well in advance of the day of the field trip. Student medication may not be repackaged for field trips by school personnel. The school should request the parents bring in a separate bottle with enough medication for the field trip day. The medication should also have a pharmacy prescription label attached. Consult local policies and procedures for field trip medication administration.

DOCUMENTATION

Administration of medication(s) shall be immediately documented on a board-approved medication log or the student information system. The log must contain signature(s) of person(s) administering medication and dosage administered. Subject to confidentiality requirements in Policy 09.14, upon completion, or change in medication, the log is to be kept in the student's health file for no less than one (1) year. Documentation shall reflect the starting and ending dates, as well as missed doses and absences.

If a student refuses a medication, or is highly resistant to taking medication, the parent/guardian shall be contacted immediately. The medication may be documented as "R," refused on the log. If necessary, a conference may be scheduled with the parent/guardian to resolve the conflict.

Prescription medications, with the exception of antibiotics, must be counted and the number documented on the medication log in the nurse's office. Licensed nurses may count without a co-signer. Non-licensed staff designated by the District shall have a co-signer when counting medications.

DISPOSAL OF UNUSED MEDICATION

Notice shall be given to the parent/guardian prior to the end of the school year informing them that their child has medication remaining and that it must be picked up by the parent/guardian. If the medication is not retrieved, the school nurse or designated staff member, with a witness present, shall count the number of any pills or tablets remaining and document the amount on the Medication Log. Leftover prescription medication may then be mixed with a designated substance, such as glue for pills and kitty litter for liquids, and placed in a trash receptacle or destroyed in accordance with current health care standards. Both parties shall sign the Medication Log when this is completed. All medications shall be destroyed if the parent/guardian does not pick them up.

Guidelines for Medication Distribution**MEDICATION ERROR**

Medication administration error may occur. The following steps shall be initiated immediately:

1. Keep the student in the first-aid location.
2. Assess the student for any obvious ill effects and document.
3. Identify the incorrect dose and/or type of medication taken by the student.
4. Immediately notify the school administrator and District nurse of the error, who shall notify the student's parent/guardian.
5. Notify the student's physician/health care provider.
6. If unable to contact the physician/health care provider, contact the Poison Control Center for instructions. 1-800-722-5725.
7. Carefully record all circumstances and actions taken, including instructions from the Poison Control Center or physician, and the student's status.
8. Complete a "Medication Administration Incident Report" form.

Students shall not share any medication, prescription or over-the-counter, with another student. Each school year the District shall notify students of this prohibition and that violations shall result in appropriate disciplinary action, including but not limited to suspension or expulsion.

REFERENCES:

KRS 158.834; KRS 158.836; 158.838

KRS 217.86

Kentucky Board of Nursing Advisory Opinion Statement #16 Roles of Nurses in the Administration of Medication Via Various Routes (2023)

Kentucky Department of Education Medication Administration Training Manual for Non-Licensed School Personnel (2025)

Controlled/Scheduled Substance Act of 1970