



**STONE VALLEY COMMUNITY  
CHARTER SCHOOL**

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**POLICY OF THE BOARD OF TRUSTEES**

**Title:** Student Use of Medication

**Policy Number:** 210

**Adopted:** September 8, 2016

**Revised:**

**PURPOSE**

To ensure that students' health and well-being are safeguarded and, when needed, medication is properly dispensed.

**AUTHORITY**

22 PA Code 12.41

**DEFINITIONS**

For purposes of this policy, medication shall include all medications prescribed by a physician and any over-the-counter medications.

**DELEGATION OF RESPONSIBILITY**

The Director of Education or designee, in conjunction with a school nurse, shall develop procedures for the administration and self-administration of students' medications.

All medications shall be administered by a school nurse or designee. Inhalers may be self-administered by the student upon written request.

The Charter School nurse shall review regularly the procedures for administration and self-administration of medications and shall evaluate recordkeeping, safety practices, and effectiveness of this policy.

## GUIDELINES

The Board shall not be responsible for the diagnosis and treatment of student illness. The administration of prescribed medication to a student during school hours in accordance with the direction of a parent/guardian and family physician will be permitted only when failure to take such medicine would jeopardize the health of the student or the student would not be able to attend school if the medicine were not available during school hours.

Before any medication may be administered to any student during school hours, the Board shall require the written request of the parent/guardian, giving permission for such administration and relieving the Board and its employees of liability for administration of medication and the written order of the prescribing physician, which shall include the purpose of the medication, dosage, time at which or special circumstances under which the medication shall be administered, length of period for which medication is prescribed, and possible side effects of medication.

The Charter School shall inform all parents/guardians, students and staff about the policy and procedures governing the administration of medications.

When any medication prescribed for a student is initially brought to school, it shall be the responsibility of a school nurse to complete the following:

1. Obtain written permission from the physician and parent/guardian for administration or self-administration of medication, which shall be kept confidential and on file in the office of the school nurse.
2. Review pertinent information with the student and/or parent/guardian, specifically:
  - a. Reason for taking this medication.
  - b. How often and length of time.
  - c. What will happen if medication is not taken or is taken incorrectly.
  - d. Physician comments about the medication.
3. Determine the student's ability to self-administer inhalers and the need for care and supervision.
4. Observe and evaluate the student's ability to self-administer inhalers during the initial administration.
5. Maintain an individual medication log for all students taking medication during school hours. The log shall be kept in a central place and shall include:
  - a. Name of student.

- b. Name of medication.
- c. Medication dosage.
- d. Time of administration.
- e. Route of administration.
- f. Initiation and expiration date of drug.

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**President—Board of Trustees**

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**Secretary—Board of Trustees**

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