

Bristol Tennessee City Schools

Monitoring: Review: Annually, in April	Descriptor Term: Medicines	Descriptor Code: 6.405	Issued Date: 06/18/18
		Rescinds: 8.136	Issued: 01/15/18

If under exceptional circumstances a child is required to take non-prescription or prescription medication during school hours and the parent cannot be at school to administer the medication, only the principal or the principal's designee will assist in self-administration of the medication if the student is competent to self-administer medicine with assistance in compliance with the following regulations:¹

Written instructions signed by the parent/guardian will be required and will include:

1. Child's name;
2. Name of medication;
3. Name of physician;
4. Time to be self-administered;
5. Dosage and directions for self-administration (non-prescription medicines must have label direction);
6. Possible side effects, if known;
7. Termination date for self-administration of the medication; and
8. In the original labeled bottle.

The medication must be delivered to the principal's office or school clinic in person by the parent or guardian of the student unless the medication must be retained by the student for immediate self-administration (i.e., students with asthma). Medications including rescue inhalers, epinephrine pens, glucagon, and diabetic supplies (including needles, lancets, insulin) may be retained by the student if deemed necessary in the individual health plan (IHP) or medication form¹, which will include parent and physician signatures.

The administrator/designee will:

1. Inform appropriate school personnel of the medication to be self-administered;
2. Keep written instructions from parent in student's record;
3. Keep an accurate record of the self-administration of the medication;
4. Keep all medication in a locked cabinet except medication retained by a student per physician's order;
5. Return unused prescription to the parent or guardian only; and

6. Ensure that all guidelines developed by the Department of Health and the Department of Education are followed.

The parent or guardian is responsible for informing the designated official of any change in the student's health or change in medication.

School personnel who volunteer under no duress or pressure and who have been properly trained by a registered nurse employed or contracted by the LEA may administer the following to a student based upon that student's individual health plan (IHP):

- Glucagon
- Antiseizure medication/Diazepam Gel (Diastat)
- Epinephrine auto-injector
- Insulin

The training shall be repeated annually and competencies shall be documented and maintained by the school system nurse.

A form with a list of over-the-counter medications as approved by the medical director will be provided annually to students. Using this form, parents may grant permission to have the principal designee assist with self-administration of the approved medication during the school day and overnight field trips.

It is not permissible for students to provide any medication to other students and violations are subject to disciplinary action. The procedures shall be described in the student handbook.

A copy of this policy shall be provided to a parent or guardian upon receipt of a request for long-term administration of medication.

ANAPHYLACTIC REACTION

When a student does not have an epinephrine auto-injector or a prescription for an epinephrine auto-injector on file, the school nurse or other trained school personnel may utilize the school supply to respond to an anaphylactic reaction.⁴

BLOOD GLUCOSE SELF-CHECKS

Upon written request of a parent or guardian, and if included in the student's medical management plan and in the Individual Health Plan (IHP), a student with diabetes shall be permitted to perform a blood glucose check or administer insulin using any necessary diabetes monitoring and treatment supplies, including sharps. The student shall be permitted to perform the testing in any area of the school or school grounds at any time necessary.

Sharps shall be stored in a secure, but accessible location, including the student's person, until use of such sharps is appropriate.

Use and disposal of sharps shall be in compliance with the guidelines set forth by the Tennessee Occupational Safety and Health Administration (TOSHA).²

STUDENTS WITH PANCREATIC INSUFFICIENCY OR CYSTIC FIBROSIS³

Students diagnosed with pancreatic insufficiency or cystic fibrosis shall be permitted to self-manage their prescribed medication in a manner directed by a licensed healthcare provider without additional assistance or direction. The Director of Schools shall develop procedures for the development of both an Individualized Healthcare Plan (IHP) and an Emergency Care Plan (ECP) that conforms to state law for every student with pancreatic insufficiency or cystic fibrosis that wishes to self-administer.

Legal References

1. TCA 49-50-1602
2. TCA 49-5-415(d)(7)
3. TCA 49-50-1601
4. TCA 49-50-1602(f)

Cross References

Student Health Services 6.401