I. PURPOSE

The purpose of this policy is to set provisions that must be followed when administering medications to students at school.

II. GENERAL STATEMENT OF POLICY

Bluffview Montessori School (BMS) acknowledges that some students may require medications both prescription and over the counter during the school day. The school district’s licensed school nurse or trained staff will administer medications in accordance with law and school district procedures.

III. REQUIREMENTS

A. All medications require a written physician’s order and written parent/guardian permission. This includes prescription medications as well as Tylenol, Advil, Aspirin and all other over the counter medications.

B. All medications must be in the original labeled container. (Local pharmacies will provide a second labeled container at no charge.)

C. Medications (except inhalers/auto injectors with permission to carry) must be administered by the School Nurse or designated staff member.

D. Medications orders/permissions are good for the current school year only.

E. Medications must be brought to and from school by an adult.

F. When the use of a medication has ceased or is no longer needed by the student, it is the parent/guardian’s responsibility to retrieve unused medications from the school. Any unused medications will be disposed of by the school upon the written request of the parent/guardian or at the end of the school year.

G. No medication will be given by any personnel to any student without the school nurse’s delegation.

H. The administration of subcutaneous, intramuscular, intravenous or rectal medication can be performed only by a licensed school nurse or delegated by the school nurse only to a registered nurse or licensed practical nurse with consideration of the Minnesota Nurse Practice Act. A school nurse or trained designee may administer auto injector medications in the case of an emergency.

I. BMS allows student to self-carry inhalers that are prescription medication for asthma following the criteria below:
a. The inhaler must be properly labeled for the student (name, name of medication, dosage, time, and route).
b. Written authorization from the parent permitting self-administration and possession of an inhaler.
c. Written order form the physician prescribing the medication.
d. Assessment of the student’s knowledge and skills to safely use and possess an inhaler at school by the school nurse. This includes keeping a written record of use at school.

J. EpiPen (auto injectable epinephrine) access will follow be allowed as specified by law:
1. Students will be allowed to carry or have immediate access to their EpiPens at all times as deemed appropriate by their parents and the medical professionals who prescribed the EpiPens.
2. Staff must be trained to recognize and manage anaphylaxis including the administration of EpiPens.
3. Students needing EpiPens must have an individualized health plan that designates school staff responsible for implementing the plan and for recognizing anaphylaxis and administering EpiPens.
4. Parents and prescribing medical professionals must annually inform the school in writing that the pupil may possess EpiPens and/or if the student is unable to possess the EpiPens, that will provide properly labeled EpiPens to the school for the pupil and the EpiPens will be in close proximity to the student at all times.
5. Back up EpiPens are to be kept in the nurses’ office in an unlocked container.
6. Parents are responsible for providing the autoinjector (Epinpen) by the first day of school and replacing it before the expiration date.

K. Field Trip medication must be delegated by the school nurse, appropriately secured and well supervised throughout the trip. Students who require emergency access to medications should never be significantly separated from the person designated to administer the medication. Medications arrangements for overnight field trips should be made in direct consultation with the school nurse.

**Legal References:** Minn. Stat. 121A.22 (Administration of Drugs and Medicine) Minn. Stat 121A.221 (Possession and use of nonsyringe injectors of epinephrine).
Minn. Stat. (Possession and Use of Asthma Inhalers by Asthmatic Students).
Minn. Stat 13.32 (Student Health Data)
Minn. Stat. 121A.21 (Hiring of Health Personnel)