

# Policy 438

## Administration of Medication At School

No medication shall be administered to a student without the written and dated consent of the student's parent. The consent of the parent shall be valid only for the period specified on the consent form and in no case longer than the current school or program year. All non-prescription medicine to be administered to a student must be accompanied by a statement describing the medicine, the dosage, and the time for it to be administered to the student. All prescription medicine, including inject able medicine, and all blood glucose tests by finger prick to be administered to a student must be accompanied by a physician's prescription, a copy of the original prescription, or the pharmacy label. If the medication is to be terminated prior to the date on the prescription, the written and dated consent or withdrawal of consent of the parent is required. The written consent of the parent and the written order of the physician shall be kept on file.

No student shall be allowed to keep medicine at school **except as provided by state law**. Any medicine to be administered to a student shall be brought to either the principal's or school nurse's office where it will be kept in a secure place. **Unused medicine by students in kindergarten through grade 8 must be sent home only through the student's parent or an individual who is at least 18 years old and is designated in writing by the student's parent to receive the medication. For students in grade 9 through 12, unused medicine may be sent home with the student only with the written permission of the student's parent.**

Medication shall be administered in accordance with the parent's statement (in the case of nonprescription medicine) or the physician's order (in the case of prescription medicine) only by a school nurse or other employee(s) designated in writing by the school principal. All administration of medicine shall be documented in writing. Any designated employee who is responsible for administering inject able insulin or a blood glucose test by finger prick shall receive proper training from a practitioner or a registered nurse and such training shall be documented in writing by the practitioner or registered nurse and kept on file in the school building office.

Legal Reference: I.C. 20-1-1-6  
I.C. 20-1-6-2.1  
I.C. 34-30-14  
I.C. 20-8.1-5.1-7.5  
I.C. 20-8.1-7-22  
551 IAC 7-21-8

Adopted: November 15, 2005