

Policies

Newport Public Schools

No. 5221

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The administration of medication in school or on school-sponsored off-site activities is discouraged. In order to avoid having to administer medications during school hours, parents or guardians are encouraged to use, whenever practicable, timed released dosages and dosages that can safely be administered outside of school hours.

The following guidelines and procedures govern those cases where the administration of medication in school or on school sponsored off-site activities is necessary.

- (a) The School Department shall schedule School Nurse-Teachers to be available in each school to supervise the administration of medication. Generally, this shall be in the middle of the school day.
- (b) In addition, each school shall have available at least one person other than the school nurse who is trained and competent in the administration of first aid and the epinephrine auto-injector.
- (c) Refrigerated medication may be stored only in those schools equipped with a refrigerator in the designated health room. Where there is no such facility for the storage of medication, students or their parents or guardians must bring the refrigerated medication to school in a properly insulated container that shall keep the medication at the proper temperature throughout the school day.
- (d) Prior to any medication being administered to a student, the parents or guardians must place on file with the school a document from the student's health care provider identifying the drug to be administered and indicating the proper dosage, route, possible side effects, and when it is to be administered. This document must be renewed annually.
- (e) Before any medication being administered to a student, the parents or guardians must sign a permission form authorizing the dispensation of the medication.
- (f) All medications must be kept in their original prescription-labeled container.

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- (g) All medications for use on school premises shall be stored at the school in a secure area designated by the nurse-teacher.
- (h) A student may self-administer epinephrine, prescribed inhalers, and such other medications as may be agreed upon in advance in writing by the student's healthcare provider, the student's parent or guardian, the school nurse and the principal.

Except as may be required in order to meet the school department's obligations under the Individuals With Disabilities Education Act, the Rehabilitation Act of 1973, the Americans With Disabilities Act and similar laws, no controlled substances shall be dispensed on school premises except by a certified school nurse-teacher or parent or guardian.

History: JHCD, 8/10/76, 3/14/89; JHCD-E (1 to 4), 3/14/89; JHCD-R