

ADMINISTERING MEDICINES TO STUDENTS

These regulations are designed to conform with the Nurse Practice Act, C.R.S. § 12-38-101, *et seq.*, and rules and regulations issued by the Colorado State Board of Nursing for the administration of medicines to students by school personnel, as provided for in C.R.S. § 12-38-132(6).

I. Definitions. Unless otherwise indicated, the following definitions shall apply herein:

1. "Legally Authorized Health Care Provider with Prescriptive Authority", such as a legally authorized physician, dentist, podiatrist, advanced practice nurse, nurse practitioner or physician assistant.
2. "Medicine" and "medication" mean a substance intended for use in the diagnosis, cure, mitigation, treatment, or prevention of disease or other conditions as prescribed by a legally authorized health care provider with prescriptive authority.
3. "Principal" means the school principal or the principal's designee.
4. "School personnel" means an employee of the Colorado Springs School District 11.
5. "District" or "School District" means Colorado Springs School District 11 (the District).

II. General

- A. If, under exceptional circumstances, a parent/guardian requests that the school administer/dispense medicine to a student during school hours, including over-the-counter medicines (e.g., Tylenol, aspirin, antacids, etc.) and the parent/guardian cannot be at school to administer the medicine, such medicine may only be administered by school personnel after the school receives the items that follow:
 6. written prescription for the medicine from a legally authorized health care provider with prescriptive authority (this includes physicians, dentists, podiatrist, advanced practice nurses, nurse practitioners or physician assistants);
 7. signed written request and authorization to administer/ dispense the medicine, from a legally authorized health care provider with prescriptive authority (See JLCD-E-1));
 8. parent's/guardian's signed written request, authorization and release to administer/dispense the medicine (See JLCD-E-1); and,
 9. the medicine's original pharmacy-labeled container with sufficient information and dosages to enable school personnel to follow the physician's instructions.
- B. Items in I (A)(1) - (4) above shall be kept on file by the school.

II. School

- A. Medicine kept at school for administration by school personnel will be kept in the original pharmacy-labeled container and stored in a secure, locked, clean container or cabinet that is inaccessible to students. Emergency medication may be stored in a secure unlocked location if deemed appropriate by principal, and in consultation with the school nurse.
- B. Medicine may only be administered to a student by a school nurse, unless the school nurse has, in writing, delegated such authority to the principal or the principal's designee pursuant to the Nurse Practice Act, C.R.S. § 12-38-132, *et seq.*, and its regulations.
- C. The school nurse is authorized to delegate nursing tasks only in conformance with this policy and regulation. Such delegation shall be in conformance with the Nurse Practice Act, C.R.S. § 12-38-101, *et seq.*
- D. Any school employee who has been properly designated by the principal and delegated the authority to administer medicine to students by the school nurse shall complete District-approved training relating to the administering/dispensing of medicine to students prior to administering medicine to any student.
- E. A school nurse's delegation shall be effective for no more than one school year and shall automatically terminate at the close of each school year. The school nurse must delegate or re-delegate in writing at the beginning of each school year. The school nurse shall periodically review the performance of delegated tasks each school year. The school nurse has the authority to withdraw delegation at any time.
- F. School personnel who have been delegated the authority to administer medicine by the school nurse pursuant to this policy and regulation shall not further delegate the administering/dispensing of medicine(s) to another individual nor expand the delegated task beyond the administering/dispensing of medicine(s) to students. However, nothing in this regulation is designed to limit the rendering of routine first aid services, such as, the cleansing of a minor cut or the application of an adhesive bandage to a minor cut, by school personnel who are not licensed school nurses or have not undergone the District's training, nor is this regulation designed to limit such school personnel from providing assistance to a student in an emergency, prior to the arrival of the nurse or other trained medical personnel.
- G. Any inconsistency between instructions for the administration of medicine as provided by a legally authorized health care provider with prescriptive authority as compared to instructions given by the parent/guardian, shall be resolved by following the instructions provided by the legally authorized health care provider with prescriptive authority, with notification to the parent/guardian. The school nurse may consult directly with the Health Care Provider to clarify orders.
- H. Each school shall maintain a record of medicines administered to each student by school personnel indicating at least the following:
 - 1. The times and dates each dosage was administered;

2. The dosage administered;
 3. Full name and signature of the person administering the medicine;
 4. Dates, times and descriptions of contacts made to parents/guardians regarding medicine, if any;
 5. Other information, if any, as deemed necessary by the school nurse or principal.
 6. Controlled medications, such as ADHD medications, should be counted and documented when received or released, preferably by authorized principal/designee and parent/guardian with both signing verification of count
- I. School personnel shall maintain information regarding a student's medicine and health in a confidential manner, and may share such information only with other school personnel who have a legitimate educational or other interest in such information, as determined by the principal, as required by law, or as necessary for the student's health or well-being in an emergency situation. The principal must be advised of any such communication.
- J. School personnel shall attempt to contact the student's parent/guardian as soon as practical if a student refuses to take her/his medicine or is for any reason unable to take her/his medicine.
- K. In certain instances, students may be allowed to carry and self-administer medications that need to be immediately available. This must be approved in advance by the school nurse, parent/guardian and prescribing health care provider. Under no circumstances may a student provide medication to any other student. When it is deemed appropriate for a student to carry and self-administer medication, the student medication form should include notation (provided by the prescribing health care provider) that the student may carry the prescribed medication. Additionally, a signed 'carry contract' must be on file. The 'carry contract' will be completed by the student, parent/guardian and school nurse. The school is not liable for the loss or misuse of such medication. Any violation of the 'carry contract' may result in the revocation of the student's rights to self carry medication. (see exhibits JLCD-E-2, JLCD-E-3, JLCD-E-4 and JLCD-E-5).
- III. Parents/Guardians
- A. Each of the items in I(A)(1) - (4) above must be resubmitted each school year by the parent/guardian and legally authorized health care provider with prescriptive authority, even though a student's medicine has not changed from one school year to the next. In addition, each item in I(A)(1)-(4) above must be submitted as follows:
1. for each new medicine the parent/guardian requests the school to administer;

2. anytime the dosage, time of administration, frequency of administration, or other instruction changes with respect to a medicine; or
 3. anytime these items are deemed necessary by the school nurse, principal, or the principal's designee.
- B. Items in I(A)(1) - (4) above do not need to be resubmitted for refills of medicine; unless a new school year has begun or one or more of the other conditions described in III(A)(1) - (3) above applies.
- C. Except as otherwise provided by law, a parent/guardian must supply at least the following information for each medicine prescribed before a medicine may be administered by school personnel:
1. Student's name
 2. Student's date of birth
 3. Name of Parent/Legal Guardian
 4. School
 5. Teacher
 6. Grade
 7. Name of medicine
 8. Dosage
 9. Purpose of the medicine
 10. Time of day and frequency each dosage is to be given
 11. Possible side effects
 12. Anticipated number of days medicine needs to be given in school
 13. Special Instructions from the legally authorized health care provider with prescriptive authority, if any
 14. Signatures of a legally authorized health care provider with prescriptive authority and parent/guardian
 15. Parent's/guardian's signed release (See JLCD-E-1)

A student's parent/guardian or legally authorized health care provider with prescriptive authority, may be required to furnish additional information if deemed necessary by the school nurse, principal, or principal's designee.

- D. Medicine must be brought to school in the original pharmacy-labeled container. The pharmacy label must contain at least the following information:
1. Student's name
 2. Name of medicine
 3. Dosage
 4. Frequency of administration
 5. Name of the legally authorized health care provider with prescriptive authority
 6. Current date
- E. Medicine must be presented to the school in the form it is to be administered. If, for example, a student's dosage is one-half tablet, tablets must be brought to school having already been cut in half. Liquids must be accompanied by a calibrated measuring device for accuracy of dosage.
- F. Parents/guardians are responsible for notifying the school nurse, principal or principal's designee, immediately and in writing, regarding any information or change in information that may have relevance to the medicine being administered by school personnel.
- G. A parent/guardian who requests that medicine be administered at school shall be responsible for familiarizing herself or himself with Board Policy JLCD and JLCD-R "Administering Medicines to Students." Copies of these materials are available through each school.

Issued September 19, 1979
Revised August 1996
Revised April 24, 2013

LEGAL REFS.: C.R.S. 12-38-101, et seq.
C.R.S. 12-42.5-102(13)
C.R.S. 22-1-119
6 CCR 1010-6, Rule 9-105
6 CCR 1010-6, Rule 9-106

CROSS REF.: GBEC, Drug- and Alcohol- Free Workplace
JICH, Drug and Alcohol Use by Students
JLCD-R, Regulation to Policy JLCD, Administering Medicines to Students
JLCD-E-1, Exhibit to Policy JLCD, Administering Medicines to Students
JLCD-E-2, Exhibit to Policy JLCD, Administering Medicines to Students
JLCD-E-3, Exhibit to Policy JLCD, Administering Medicines to Students
JLCD-E-4, Exhibit to Policy JLCD, Administering Medicines to Students
JLCD-E-5, Exhibit to Policy JLCD, Administering Medicines to Students
JLCE, First Aid and Emergency Medical Care