

## ADMINISTRATION OF MEDICATIONS

The superintendent of public instruction for the state of Washington has advised all schools to develop a policy concerning administration of medications at school.

### **Section I. Student Self-Administration of Medication**

Under normal circumstances prescribed oral medication and over-the-counter medication should be dispensed before or after school hours under supervision of the parent/guardian. In situations where the parent and physician or dentist believe that it is in the best interest of the student that he or she carry oral medication during school hours or on a field trip extending beyond normal school hours the student shall carry written permission from the parent indicating the name and dosage of the medication and the dates and times to be taken. Only one day's dosage (or a dosage needed for the duration of a field trip) in a container labeled with the student's name and the parent's written permission shall be carried by the student:

- one day's dosage or the dosage needed for the duration of the field trip
- container labeled with student's name
- parent's written permission

### **Section II. Inhalers**

If your child uses an inhaler for asthma under a physician's care, an inhaler marked with your child's name must be kept in the school refrigerator. A functional inhaler must be on hand at all times. The parent/guardian is responsible to oversee its replacement. A permission note signed by a physician for one year's use of the inhaler must be filed in the student's file.

### **Section III. Insulin**

If your child uses insulin under a physician's care, insulin marked with your child's name must be kept in the school refrigerator. A functional insulin must be on hand at all times. The parent/guardian is responsible to oversee its replacement. A permission note signed by a physician for one year's use of the insulin must be filed in the student's file.

### **Section IV. Tylenol and Ibuprofen**

Students may be administered Tylenol or Ibuprofen at school for minor pain complaints unless the school is directed otherwise in writing by the parent. (see [Hillside Medical Tylenol and Ibuprofen Policy Form](#))

### **Section V. Emergency Medications**

We do not have personnel trained to give injections. If a student suffers from serious allergies and is susceptible to a life threatening situation, the student must wear a medical alert bracelet during school hours. The school will call 911 or transport the student to the nearest medical facility in an emergency. Epinephrine administered by inhalation, rather than injection, may be a

treatment option. This decision is made by the physician. In such an instance, the parent shall submit a written and signed permission statement to the staff at HSC, which will be filed in the student's file. Such an authorization shall be supported by signed and dated written orders accompanied by supporting directions from the physician. A functional epinephrine inhaler must be on hand at all times. The parent/guardian is responsible to oversee its replacement.

#### **Section VI. Disaster Planning/Medications**

Children who are on life sustaining medications should have a three day supply in the school's disaster kit. The medication must include the student's name and direction for use and must be renewed annually.

#### **Section VII. Record Keeping**

Each emergency use of medication by Hillside staff must have prior authorization by parents and physician. Such administration will be recorded and parents will be notified. Hillside will not keep records of self-administered medications.