

## Heritage Christian Academy Medication Policy

Heritage Christian Academy recommends that medication be taken at home whenever possible. We recognize, however, that in some cases it is essential that medication be administered during the school day. For the protection of all the students and to comply with Washington State law, Heritage Christian Academy has policy and procedures in place for the handling of ALL medications in the school. **For school events that occur outside of school hours (e.g., extended field trips, clubs, and athletic events) parents/guardians are responsible for all medications.**

Please do not put any kind of medicine, including Tylenol, Ibuprofen, vitamins, and cough drops in your child's lunch box, backpack, or pockets. Unidentified medicine can never be given at school. Adults must deliver/pick-up medication to/at school. Parent/guardian will track the expiration date for medication and resupply as needed.

### **School Staff Administered – The following conditions must be met:**

- ✓ All medications, whether over the counter or prescription, need a current Medication Authorization Form signed by the student's licensed health care provider **and** parent/guardian.
- ✓ Medication must be delivered to school in a properly labeled prescription or original over the counter container. The student's name must be on the label with proper identification of the drug, dosage, and directions for administration.
- ✓ A quantity sufficient for **one** month only can be sent to school.
- ✓ The medication order is effective for the **current** school year only.
- ✓ If changes in the medication order occur, the parent is responsible for notifying the school and providing verification from the licensed health provider.
- ✓ **Field trips:** For students on daily medication, please request an extra labeled empty bottle from your pharmacy that can be used for field trips.

### **Student Self-Administered Medication – The following conditions must be met:**

In appropriate cases and with the knowledge of the school nurse, the parent/guardian can delegate the responsibility for self-administration to the student. In doing so, the parent releases Heritage Christian Academy from any obligation to monitor the student and assumes full responsibility for the student's use of the medication.

- ✓ Self-administration does not apply to controlled substances e.g., codeine, Vicodin.
- ✓ The student may only carry a one-day supply (1-2 doses) of the medication.
- ✓ The medication must be in the original container.
- ✓ The student must have written permission to self-medicate signed by the parent/guardian.
- ✓ **Medication to be self-administered for more than fifteen (15) consecutive days**, whether over the counter or prescription, requires a current Medication Authorization Form signed by the student's licensed health care provider **AND** parent/guardian **AND** the student stating that the student may self-medicate. The student must also demonstrate his/her ability to the school nurse to correctly evaluate his/her symptoms and use the medication appropriately.

**Asthma and Anaphylaxis medications:** When a parent requests that his/her student be allowed to self-administer medication for asthma and/or anaphylaxis, a Medication Authorization Form must be filled out and signed by the licensed health care provider **AND** the parent/guardian **AND** the student. The permission form must contain a treatment plan for what to do in case of an emergency. The health care provider must also provide training for the student in symptom recognition and the correct use of the medication(s). Additionally, the student must demonstrate his/her ability to correctly evaluate his/her symptoms and use of medication(s) to the school nurse including how to access help when needed.

**School responsibility:** Non-medical staff will be trained by the school nurse in proper procedures for administration of medication if they are willing and appropriate to be delegated to. Medications will be recorded on an individual medication log sheet, will be checked in/out (counted) and will be stored in a secure location in the health room.

Thank you for your support and cooperation in making Heritage Christian Academy a safe and healthy environment for learning.

#### Legal References:

RCW 28A.210.260 Public and private schools-Administration of medication-conditions

RCW 28A.210.270 Public and private schools-Administration of medication-Immunity from liability-discontinuance procedure

RCW 28A.210.320 Children with life-threatening health conditions-medication/treatment orders

RCW 28A.210.370 Students with asthma