Medication at School

Each school principal shall authorize and designate two employees to administer prescribed or over-the-counter oral or topical medication, eye drops or ear drops (“medication”) in accordance with the requirements of RCW 28A.210.260. Oral medications are administered by mouth either by swallowing or by inhaling and may include administration by mask if the mask covers the mouth or mouth and nose. These designated employees will participate in an in-service training session conducted by a physician or registered nurse prior to the opening of school each year.

Prescribed or over-the-counter medication may be dispensed by designated employees to students on a scheduled basis upon written authorization from a parent with a written request by a licensed health professional prescribing within the scope of their prescriptive authority with instructions regarding the identification of the medication to be administered. If the medication is to be administered more than fifteen consecutive days, the written request must be accompanied by written instructions from a licensed health professional. Requests shall be valid for not more than the current school year. The prescribed or over-the-counter medication must be properly labeled and be contained in the original container. The school district personnel dispensing the prescribed or over-the-counter medication shall:

A. Collect the medication directly from the parent (students should not transport medication to school), collect an authorization form properly signed by the parent and by the prescribing licensed health professional, and collect instructions from the prescribing licensed health professional if the medication is to be administered for more than fifteen consecutive school days;

B. Store the prescription or non-prescribed oral medication (not more than a twenty (20) day supply) in a locked, substantially constructed cabinet;

C. Maintain a daily record which indicates that the prescribed or over-the-counter medication was dispensed.

D. Provide for delegation, training and supervision by a physician or registered nurse.

E. All medication must be picked up by the parent/guardian by the last day of school at the end of the current school year. If not picked up the medication will be discarded.

A copy of this regulation and related policy will be provided to the parent/guardian upon request for administration of medication in schools.

Medications administered, other than orally, topically, or eye or ear drops may only be administered by a registered nurse or licensed practical nurse. No prescribed medication shall be administered by injection by employees except when a student is susceptible to a predetermined, life-endangering situation. The parent will submit a written statement providing employees with the authority to act according to the specific written orders and supporting directions provided by
a licensed health professional prescribing within his or her prescriptive authority (e.g., medication administered to counteract a reaction to a bee sting). Such medication will be administered by employees trained by the supervising registered nurse to administer such an injection.

Written orders for emergency medication, signed and dated, from the licensed health professional prescribing with in his or her prescriptive authority will:

A. State that the student suffers from an allergy which may result in an anaphylactic reaction;

B. Identify the drug, the mode of administration and the dose. Epinephrine administered by inhalation, rather than injection, may be a treatment option. This decision must be made by the licensed health professional prescribing within his or her prescriptive authority;

C. Indicate when the injection shall be administered based on anticipated symptoms or time lapse from exposure to the allergen;

D. Recommend follow-up after administration, which may include care of the stinger, administration of additional medications, transport to hospital; and

E. Specify how to report to the licensed health professional prescribing within his or her prescriptive authority and any record keeping recommendations.

If a licensed health professional and a student's parent request that a student be permitted to carry his/her own medication and/or be permitted to self-administer medication, the building administrator may grant permission after consulting with the school nurse. The process for requesting and providing instructions shall be the same as established for medications. The principal and registered nurse shall take into account the age, maturity and capability of the student; the nature of the medication; the circumstances under which the student will or may have to self-administer the medication and other issues relevant in the specific case before authorizing a student to carry and/or self-administer medication at school. Except in the case of multi-dose devices (like asthma inhalers), students shall only carry one day’s supply of medication at a time. Violations of any condition placed on the student permitted to carry and/or self-administer his or her own medication may result in termination of that permission, as well as the imposition of discipline as appropriate.

The district acknowledges that personal hygiene items (examples: hand lotion, lip balm, deodorant, hand sanitizers, cosmetics, shampoo …etc.) are self-managed and typically not considered medication, however for the safety and well-being of students, parents/guardians and employees, a parental note may be required for such items to be at school, which may include the process for medication administration per Medication Policy 3416 if employees are being requested to administer or apply.
Pursuant to the Sun Safety Education Act (Substitute Senate Bill 5404, 2017), students may possess and self-apply topical sunscreen products supplied by a parent or guardian and regulated by the United States Food and Drug Administration for over-the-counter use to help prevent sunburn while on school property, at a school-related event or activity, or at summer camp. Such possession and application is an exception to the requirements identified above. School personnel may, but are not required to, assist students in the application of sunscreen supplied by a parent, but should do so in the presence of another staff member.

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