

ADMINISTERING MEDICATION

The Oxford Township Board of Education shall not be responsible for the diagnosis and treatment of pupil illness. The administration of medication to a pupil during school hours shall be permitted only when failure to take such medication jeopardizes the health of the pupil, or the pupil would not be able to attend school if the medication were not available to him/her during school hours. For the purposes of this policy, Amedicine@ shall include all medications prescribed by a physician for the particular pupil, including emergency medication in the event of a bee sting, etc., and all non-prescription Aover the counter@ medication.

The Oxford Township Board of Education has adopted a policy regulating dispensing of medication to pupils during school hours. In no instance is the classroom teacher authorized to administer or to allow to be administered to any pupil any medicine as defined above. The certified school nurse or the parent/guardian are the only ones authorized to administer medication to pupils or on class trips. The only exception to this shall be trained school personnel under N.J.S.A 18A:40-12.6 or pupil self-administration when approved.

Teachers should be especially alert to children bringing any medication to school. All such medications should be confiscated immediately and taken to the school nurse.

Before any medications may be administered to or by any pupil during school hours, the Board shall require the written request of the parent/guardian which shall give permission for the administration and shall relieve the Board and its employees of liability for administration of medication. In addition, the Board requires the written order of the prescribing physician which shall include:

- A. Child=s name;
- B. Type of medication (name of drug);
- C. The purpose of the medication;
- D. The dosage;
- E. The time at which or the special circumstances under which the medication shall be administered;
- F. The length of time for which medication is prescribed;
- G. The possible side effects of the medication,

Both documents shall be kept on file in the office of the school nurse.

## Procedures for Administration of Medication

The following procedures shall be followed in the administration of medication to or by pupils during school hours:

- A. All medication brought to the school will be placed under the custody of the school nurse. Prescription medication must remain in the original druggist's container. The parent/guardian shall provide a written request for the administration of the prescribed medication at school.
- B. All medications, whether prescribed or over the counter, shall be administered by the school nurse, the parent/guardian or the pupil himself/herself where the parent/guardian so permits and the school nurse is present. In emergency situations, however, students may be permitted to self-administer medication when the school nurse or parent/guardian is not present, provided a physician authorizes such self-administration for life-threatening illness only, and certifies that the student is capable of self-administration, and the parents/guardians release the school district of any and all liability. Self-administration of medicine shall also apply to students who participate in any off-site or after-school activity under the same conditions. Self-administration of medication shall be limited to the use of inhalers and epi-pens. A life-threatening illness has been defined as an illness or condition that requires an immediate response to specific symptoms or *sequelae* that if left untreated may lead to a potential loss of life.
- C. The school nurse shall maintain a record of the name of the pupil to whom medication may be administered, the prescribing physician, the dosage and timing of the medication and a notation of each instance of administration. In addition, the nurse shall retain an identical copy of any inhaler(s) or epi-pen that a student may be permitted to use under the specific conditions described in AB above;
- D. The school nurse shall inform appropriate school personnel of the medication;
- E. All medications shall be brought to the school by the parent/guardian and shall be picked up at the end of the school year or the end of the period of medication, whichever is earlier;
- F. The parents/guardians of the child must assume responsibility for informing the school nurse of any change in the child's health or change in medication;
- G. The school administration, acting under the advice of the school physician, may reject requests for administration of medication.

### Pupil Self-Administration of Medication

The Oxford Township Board of Education shall permit self-administration of medication for asthma or potentially life-threatening illnesses by pupils in grades three through eight, either on school premises during regular school hours and off-site or after regular school hours when a pupil is participating in field trips or extra-curricular activities. Parents/guardians of the pupil must meet the following conditions:

- A. Provide the Board with written authorization for the pupil=s self-administration of medication;
- B. Provide written certification from the pupil=s physician that the pupil has asthma or another potentially life-threatening illness and is capable of and has been instructed in the proper method of self-administration of medication;
- C. Sign a statement acknowledging that the district shall incur no liability as a result of any injury arising out from the self-administration of medication by the pupil and that the parents/guardians shall indemnify and hold harmless the district and its employees or agents against any claims arising out of self-administration of medication by the pupil.

The Oxford Township Board of Education shall:

- A. Inform the pupil and his/her parents/guardians that permission is effective for the school year for which it is granted and must be renewed for each subsequent school year upon fulfillment of requirements listed above;
- B. Inform parents/guardians in writing that the district and its employees or agents shall incur no liability as a result of any injury arising from the self-administration of medication;
- C. Maintain the right to revoke a pupil=s permission to self-medicate if he/she has failed to comply with all conditions of this policy and/or has violated in any way the tenets of the agreement to self-medicate. The Chief School Administrator shall confer with the school physician and school nurse prior to recommending termination of a pupil=s permission to self-medicate and shall also consult with the pupil, the pupil=s parents/guardians and the pupil=s physician.

**Date: First Reading: December 16, 1998**

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**Revision and Adoption: May 15, 2008**

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### Legal References:

N.J.S.A. 18A:11-1	General mandatory powers and duties
N.J.S.A. 18A:16-6.1	Indemnity of officers and employees in certain criminal actions
N.J.S.A. 18A:40-1	Employment of medical inspectors, nurses
N.J.S.A. 18A:40-3	Lectures to teachers
N.J.S.A. 18A:40-4	Examination of pupils, health records
N.J.S.A. 18A:40-7	Exclusion of pupils who are ill
N.J.S.A. 18A:40-8	Exclusion of pupils whose presence is

detrimental to health and cleanliness

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N.J.S.A. 18A:40-10	Exclusion of teachers and pupils exposed to disease
N.J.S.A. 18A:40-11	Exclusion of pupils having communicable tuberculosis
N.J.S.A. 18A:40-12	Closing schools during epidemic
N.J.S.A. 18A:40-12.5	Policy for emergency administration of epinephrine to public school pupils
N.J.S.A. 18A:40-12.6	Administration of epinephrine; primary responsibility; parental consent
N.J.S.A. 18A:40-12.7	Nebulizer
N.J.S.A. 18A:40-12.8	Administration of asthma medication by school nurse through nebulizer; training; pupil asthma treatment
N.J.S.A. 18A:40-25	Boards of education to provide nursing care to students in nonpublic schools
N.J.S.A. 26:4-6	Prohibiting attendance of teachers or pupils
N.J.S.A. 26:4-15	Reporting of communicable diseases by physicians
N.J.S.A. 26:5C-1 et seq.	AIDS Assistance Act
N.J.S.A. 26:2T-1	Newly diagnosed Hepatitis C case; information,
N.J.A.C. 6A:16-1.1 et seq.	Programs to Support Student Development
See particularly: N.J.A.C. 6A:16-1.3, -1.4, -2.1 et seq.	
N.J.A.C. 8:57-1.1 et seq.	Reportable Communicable Diseases
See particularly: N.J.A.C. 8:57-1.3, -1.7, -2	
N.J.A.C. 8:61-1.1	Attendance at school by pupils or adults infected by Human Immunodeficiency Virus (HIV)

Plainfield Board of Education v. Cooperman, 105 NJ 587 (1987)

**Possible**

<b>Cross References:</b>	1410	Local units
	4112.4	Employee health
	4131/4131.1	Staff development; in-service education/visitations/conferences
	4123	Nurse
	4212.4	Employee health
	5113	Absences and excuses
	5125	Pupil records
	5131.6	Drugs, alcohol, tobacco (substance abuse)
	5141	Health
	5141.1	Accidents
	5141.3	Health Examinations and immunizations
	5141.4	Child abuse and neglect
	5200	Nonpublic school pupils
	6142.13	HIV prevention education

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