

Putnam County Board of Education

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| Monitoring: Review: Annually, in May | Descriptor Term: Medicines | Descriptor Code: 6.405 | Issued Date: 11/06/03 |
| | | Rescinds: 6.405 | Issued: 12/03/01 |

1 If under exceptional circumstances a child is required to take non-prescription or prescription medication
2 during school hours and the parent cannot be at school to administer the medication, only the principal
3 or the principal's designee will assist in self-administration of the medication if the student is competent
4 to self-administer medicine with assistance in compliance with the following regulations:¹
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6 Written instructions **signed by the parent** will be required and will include:
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- 8 1. Child's name;
- 9 2. Name of medication;
- 10 3. Name of physician;
- 11 4. Time to be self-administered;
- 12 5. Dosage and directions for self-administration (non-prescription medicines must have label
13 direction);
- 14 6. Possible side effects, if known;
- 15 7. Termination date for self-administration of the medication; and
- 16 8. All medication must be in its original container.
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19 The medication must be delivered to the principal's office or other location as designated by the principal
20 in person by the parent or guardian of the student unless the medication must be retained by the student
21 for immediate self-administration (i.e. students with asthma). Students who must retain medication for
22 immediate self-administration (i.e. inhalers) must have a medication form signed by the parent or guardian
23 on file in the principal's office.
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25 Volunteer personnel, trained by a registered nurse, may administer glucagon in emergency situations to
26 a student based on that student's Individual Health Plan (IHP).
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28 The administrator/designee will:
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- 30 1. Inform appropriate school personnel of the medication to be self-administered;
- 31 2. Keep written instructions from parent in student's record;
- 32 3. Keep an accurate record of the self-administration of the medication;
- 33 4. Keep all medication in a locked cabinet except medication retained by a student per
34 physician's order;
- 35 5. Return unused prescription to the parent or guardian only; and
- 36 6. Ensure that all guidelines developed by the Department of Health and the Department of
37 Education are followed.
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40 The parent or guardian is responsible for informing the designated official of any change in the student's
41 health or change in medication.
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A copy of this policy shall be provided to a parent or guardian upon receipt of a request for long-term administration of medication.

Written notification of this policy shall be sent to all parents and guardians.

Legal References:
1. TCA 49-5-415

Cross Reference:
Student Health Services 6.401