



**ADMINISTRATIVE PROCEDURE**  
SAN DIEGO UNIFIED SCHOOL DISTRICT

NO: 6372

PAGE: 1 OF 5

EFFECTIVE: 1 1-2-68

REVISED: 1 1-06-97

CATEGORY: Students, Welfare

SUBJECT: Medication

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A. PURPOSE AND SCOPE

1. To outline administrative procedures to be followed:
  - a. *In assisting a student who is required, during the regular school day, to take medication prescribed for him/her by a physician.*
  - b. In handling and storing such medication at school.
2. To outline procedures to be followed for obtaining information from a parent regarding a student on continuing medication.
3. Emergency procedures are outlined in EP 56, *Emergency Procedures Manual*.

B. LEGAL AND POLICY BASIS

1. **Reference:** Board policy: H-7600; Education Code 49423, 49480.
2. **Legal Provisions**
  - a. **Education Code** Section 49423 provides that any student who is required to take, during the regular school day, medication prescribed for him/her by a physician, may be assisted by a school nurse or other designated school personnel, if the school district receives: (1) a written statement from the physician detailing the method, amount, and time schedules by which such medication is to be taken, and (2) a written statement from the parent or guardian of the student indicating the desire that the school district assist the student in matters set forth by the physician and relieving the district of any liability which might arise from such an arrangement. (See E.2.)
  - b. **Education Code** Section 49480 requires that the parent or legal guardian of any public school student on a continuing medication regimen for a nonepisodic condition, inform the school nurse or other designated certificated school employee of the medication being taken, current dosage, and name of the supervising physician. With the consent of the parent or legal guardian of the student, the school nurse may communicate with the physician and may counsel with school personnel regarding possible effects of the drug on the child's physical, intellectual, and social behavior, as well as possible behavioral signs and symptoms of adverse side effects, omission, or overdose. The superintendent of each school district shall be responsible for informing parents of all students of requirements of this section.

**C. GENERAL**

1. **Originating Office.** Suggestions or questions concerning this procedure should be directed to the Nursing and Wellness **Office**, Comprehensive Health, Physical Education, and Wellness Department, Educational Services Division.
2. **Notice to Parents Regarding Student Medications.** In addition to sending notices home with students, principals are encouraged to use other means of communication (e.g., PTA newsletters, school advisory council bulletins). Renotification should be done annually (perhaps as part of registration procedures).
3. **Limitations** (including storage and handling of medicines)
  - a. **Injections** may not be given except under the following conditions (for emergency first aid, see Emergency Procedure 56):
    - (1) Medication and equipment for administration must be furnished by a parent or physician, *and circumstances under which they are to be used must have been prescribed by the physician.*
    - (2) Only a licensed school nurse may administer nonemergency medication by injection, with the exception of students with a diagnosis of insulin dependent diabetes who have provided physician documentation that said child is qualified and able to **self-administer** the medication.
    - (3) At the time of filing "Physician's Recommendations for Medication," a parent may file a written alternate procedure to be followed in the event of an emergency in the absence of the nurse; otherwise, emergency procedures of the district will be used.
  - b. **Medication requiring refrigeration and/or special equipment** cannot be accepted for storage and administration unless adequate facilities already exist in the particular school.
  - c. **Storage of any prescribed medication** must be in a locked cabinet or equivalent.
  - d. **The school nurse approves or disapproves requests for medication at school.** The following criteria are considered:
    - (1) Medication cannot be given other than during the school day.
    - (2) The student requires assistance in taking medication (e.g., preschool, handicapped, mentally retarded).

- (3) Medication must be measured and/or prepared for the student with the exception of pre-measured **asthma** inhalers and insulin injections when the physician has provided documentation that said child is qualified and able to self-prepare the medication.
  - (4) Medication is required to enable the student to participate in the school program.
  - (5) Adequate storage and handling facilities are available. *All medication should be kept in locked storage.*
  - (6) A completed authorization form has been filed with the school.
  - (7) Appropriate provision can be made to administer the medication on time within reasonable limits. Reasonable limits are within 30 minutes of the time specified.
  - (8) A medication log must *be used for each medication.*
- e. **Medications will not be retained at school from year to year.** Medication requests must be renewed each school year. Parents will be requested to take unused medication home at the end of the school year. If parents fail to pick up unused medications, these medications will be discarded after parent notification.
- f. **Requests for other reasons** should be cleared through the Nursing and Wellness Office.
4. **Nonprescription medicines** may not be administered by school personnel unless ordered by a physician on a regular medication form. For one-time-only medication, the parent must send in a signed request or give permission over the telephone in a manner satisfactory to the school nurse.

#### D. IMPLEMENTATION

1. **Schools** send "Parent Notification, Health Education and Related Activities" (E. 1.) by students to their parents (see C.2.).
2. **Parent**
  - a. Confers, in person or by telephone, with school nurse regarding student's need for medication at school.
  - b. Secures form, "Physician's Recommendation for Medication," from school; submits completed form to school, *signed by both physician and parent.*

- c. Provides medication to school (usually in limited amounts) in containers clearly marked With:
  - (1) Name of student
  - (2) Name of prescribing physician
  - (3) Identification number or name of medication
  - (4) Pharmacy which dispensed medication
  - (5) Amount of medication to be taken at specified times and/or specific situations in which medication is to be taken

### 3. School Nurse

- a. Confers, in person or by telephone, with parent and/or physician regarding student's need for, and alternatives to, medication during the regular school day. Evaluates requests for medication at school based on criteria and limitations outlined in C.3.
- b. If required, provides "Physician's Recommendation for Medication" (E.2.) to parent or physician; checks returned form for adequacy of information and completeness.
- c. Arranges for appropriate storage facility for medications in a place not accessible to students.
- d. Assists or observes student in taking medication:
  - (1) Administers medication by injection *only* under conditions stated in C.3 .a.
  - (2) Counsels with school personnel regarding possible effect of drug on child's behavior, symptoms of side effects, etc.
  - (3) Arranges for maintenance of medication log on all students receiving medication at school.
- e. Records pertinent information on health record; files all physician's recommendation forms until end of school year involved.

- 4. **Other Personnel.** Since in most schools school nurse is on duty only part of each week, principal may designate other persons to take responsibility in nurse's absence for duties he/she normally would perform, *except administration of medications by injection.* (See Emergency Procedure 56 concerning emergency situations.)

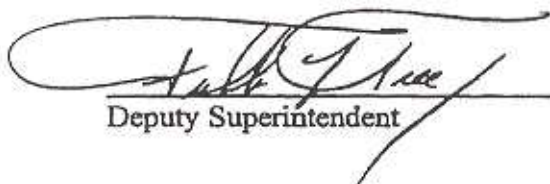
**E. FORMS AND AUXILIARY REFERENCES**

1. Parent Notification, Health Education and Activities, form letter, Elementary, Stock No. 22-P-0271; Junior High, Stock No. 22-P-0272; Senior High, Stock No. 22-P-0273.
2. Physician's Recommendation for Medication, Stock No. 22-H-1101.
3. Student Health Record, Stock No. 22-H-1205.
4. School Nursing Procedure Manual, available from Health Programs Office.
5. Medication Log (current year), HE Form 503, available from Health Programs Office.

**F. REPORTS AND RECORDS**

1. Physician's Recommendation for Medication (E.2.), to be maintained in Student Health Profile Envelope, Cum Record.
2. Medication Log (current year, ES.), to be maintained in Student Health Profile Envelope, Cum Record.

**G. APPROVED BY**

  
Deputy Superintendent

  
Superintendent