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**NORTH METRO FLEX ACADEMY  
POLICY No. 5.5.8  
STUDENT MEDICATIONS AND ILLNESS  
GUIDELINES IN SCHOOL**

**I. PURPOSE**

The purpose of this policy is to set forth provisions for administering prescription and nonprescription medications, and student illness guidelines at North Metro Flex Academy (school) during the school day.

**II. POLICY STATEMENT**

Some students may require medication for chronic or short-term illness or health conditions during school hours and on school sponsored field trips. This medication enables students to remain in school and participate in their education. Although the school believes that under normal circumstances medication should be given by a parent or guardian before or after school hours whenever possible, the school may provide administration of medication for a student in accordance with state law and school procedures. Procedures for administration of medication at school and school activities shall be developed in consultation with a licensed school nurse, a public or private health organization, or other appropriate party.

**III. REQUIREMENTS**

- A. Medication may be administered only by the school health assistant or other designated school personnel trained by the Licensed School Nurse.
- B. The administration of prescription and nonprescription medication at school requires a completed signed Medication Authorization Form from the student's parent or guardian. It must also be signed by a licensed medication prescriber for all medication
- C. The Medication Authorization Form must be renewed annually and whenever the medication dosage or administration changes.
- D. Prescription medication must come to school in the original container labeled for the student by a pharmacist in accordance with law and must be administered in a manner consistent with the instructions on the label.
- E. The parent or guardian must immediately notify the school in writing of any change in the student's medication administration. A new Medication Authorization Form and container labeled with new pharmacy instructions shall be required immediately. Nonprescription medication must come to school in the original container, marked with the student's name, and must be administered in a manner consistent with the instructions on the label.

- F. For drugs or medicine used by children with a disability, administration may be as provided in the IEP, Section 504 plan or IHP (Individual Health Plan).
- G. All medication administered at school will be documented in accord with school procedures, including who is responsible for documentation and ensuring any medication activities are included in the health records section of the student file.
- H. Prescription and nonprescription medications are not to be carried by the student, but will be kept in the school health office. Exceptions to this requirement are: (1) prescription asthma medications self-administered with an inhaler in accord with state law and school procedures, (2) prescription epinephrine self-administered with a non-syringe injector in accord with state law and school procedures, and (3) medications administered as noted in a written agreement between the school and parent or as specified in an IEP, Section 504 plan or IHP.
- I. Prescription Inhalers. Students with asthma or a restrictive airway disease are permitted to carry prescription inhalers to self-administer treatment when they have: (1) a written parent consent to do so, (2) a licensed prescriber's order, (3) the inhaler properly labeled for the student, and (4) submitted written verification from the prescribing professional that documents an assessment of the student's knowledge and skills to safely possess and use an asthma inhaler in the school setting.
- J. Non-Syringe Injectors of Epinephrine. At the start of each school year or at the time a student enrolls in school, whichever is first, a student's parent, designated school staff and the prescribing medical professional must develop and implement an IHP for a student who is prescribed non-syringe injectors of epinephrine that enables the student to:
  - 1. Possess non-syringe injectors of epinephrine; or
  - 2. If the parent and prescribing medical professional determine the student is unable to possess the epinephrine, have immediate access to non-syringe injectors of epinephrine in close proximity to the student at all times during the instructional day.

For purposes of this policy, instructional day means the regular school hours on student attendance days. The plan must designate the school staff responsible for implementing the student's health plan, including recognizing anaphylaxis and administering non-syringe injectors of epinephrine when required, consistent with state law. The parent must provide properly labeled non-syringe injectors of epinephrine to the school for the student as needed.

- K. The school will not administer medications, including herbal medicines, that are not approved by the Food and Drug Administration agency.
- L. All medications must be picked up from the school at the completion of each school year. Failure to do so will result in the appropriate disposal of the medication.

M. The following exceptions apply to this policy:

1. Parents or guardians must make arrangements with the school for special health treatments such as catheterization, tracheostomy suctioning, and gastrostomy feedings. Such special health treatments do not constitute administration of medicine for purposes of this policy.
2. Emergency health procedures, including the emergency administration of medicine, are not subject to this policy.
3. Drugs or medication provided or administered by a public health agency to prevent or control an illness or a disease outbreak are not governed by this policy.
4. Medications that are used in connection with activities that occur before or after the regular school day, other than the procedure that is in place related to field trips outside of the regular school day, are not covered by this policy.

#### General Guidelines for Student Illness

When should a student stay home from school? The following guidelines are intended to help with this decision. Keep the student home if the student:

- Has had a temperature of 100 degrees or higher in the past 24 hours (without fever-reducing medication).
- Has vomited 2 or more times in the past 24 hours.
- Has diarrhea, an increased number of stools compared to normal, or has stools that are loose, and bathroom use is needed frequently.
- Has any rash for which the cause is unknown. Check with your doctor before sending them to school.
- Has symptoms (fatigue, cough, headache, etc.) that prevents the student from participating in class.

**Legal References:** Minn. Stat. §121A.22 (Administration of Drugs and Medicine)  
Minn. Stat. §121A.221 (Possession and Use of Asthma Inhalers by Asthmatic Students)  
Minn. Stat. §121A.2205 (Possession and Use of Non Syringe Injectors of Epinephrine)  
Minnesota Guidelines for Medication Administration in Schools