

HARDY COUNTY SCHOOLS

SELF-ADMINISTRATION OF ASTHMA MEDICATION

Student Name: _____, _____
Last First

Sex: F M Age: _____ Grade: _____ Date of Birth: _____
(Circle One)

Parent Name: _____ Telephone Number: _____

Address: _____

We/I understand that the above noted student has permission to carry and self-administer asthma medication. We/I also understand that if the student misuses, overuses, refuses to use the prescribed medication, which causes any injuries, the Hardy County Board of Education and its employees are not responsible/liable for these actions.

We/I understand that permission to self-administer asthma medication may be revoked if the school administration finds the student's techniques and understanding inappropriate or the student displays willful disregard to his/her and other's safety.

Parent/Guardian Signature

Date

Parent/Guardian Signature

Date

HARDY COUNTY FILE: JFC

ADMINISTRATION OF MEDICATION

In accordance with West Virginia Code §18-5-22 a and b, §18-1-1, §18-2-5, §18A-4-8, §30-1-1, and §30-7a-1, medication to be given to students at school must meet the following standards:

1. Prescribed medication should be in originally labeled container, which includes: student's name, name of medication, reason for medication, dosage, time, and route, reconstitution direction, if necessary, and date prescription/medication expires.
2. Prescribed over the counter medication should have: student's name affixed to original manufacture's bottle, name of medication, reasons for medication (if given for only specific symptoms), dosage, time, route, reconstitution, if applicable, and date of expiration.

Medication at school may be given:

1. With written authorization from a licensed physician and parent/guardian.
2. When medication is in originally labeled container, with all information noted in paragraph 1.
3. By a trained medicine administrator – any teacher, aide, designated person with Phase I training. Phase I training is proper hand washing, proper disposal of body fluids, proper use and disposal of gloves, CPR, and the Heimlich maneuver.

Student may carry and self-administer Asthma Medication with:

1. A signed authorization from parent/guardian.
2. A written statement from licensed physician with student name, purpose, appropriate usage, dosage, time(s) or special circumstance under which medication is to be self-administered.
3. Documentation that the student has demonstrated the ability and understanding to self-administer asthma medication.
 - a) the school nurse must evaluate and record the student's technique of self-administration and student's level of understanding of use of asthma medication.
4. The parent/guardian's acknowledgement in writing that they have read and understand a notice provided by the Board stating the Board and its employee and agents are exempt from any liability, except for willful and wanton conduct, as a result of any injury arising from self-administration of asthma medication.

5. The knowledge that the permission to self-administer asthma medication shall be effective for the school year. All documents of self-administration of asthma medication shall become part of the student health record.
6. The understanding that permission to self-administer asthma medication may be revoked if the school administrator finds the student's techniques and understanding of the use of asthma medication is not appropriate, or is willfully disregarded.

Administration of non-prescription medication must meet the following requirements:

1. A written parent/guardian authorization is provided to school administrator.
2. The school administrator has authority to determine if non-prescribed medication may be safely delegated to a designee.
3. The administrator has the authority to contact parent/guardian or licensed health care provider to clarify questions about medication.
4. Non-prescription medication must be provided by parent/guardian.
5. Non-prescription medication shall be in manufacture's original packaging marked with; a) student's name, b) name of medication, c) ingredients, d) dosage, time route, e) reconstitution directions, if applicable, and f) medication expiration date.

The administration of medication must:

1. Take place in a clean and quiet environment where privacy may be established.
2. Take place where the parent/guardian may be contacted immediately; a) when medication appearance or dosage is questioned, b) when student's health condition suggests that it may not be appropriate to administer medication.

The storage/inventory, access, and disposal of medication shall:

1. Be in a secure, locked, clean cabinet or refrigerator, as required.
2. Be entered on medication inventory and monitored routinely for expiration and disposal.
3. Be accessed under the authority of the school administrator and/or school nurse.
4. Be an appropriate supply of long term and emergency prescribed medication n amounts not to exceed school dosage within each calendar month.
5. The disposal be completed no later than 30 days after the parent/guardian medication authorization expires or on the last day of school. This includes all unused or outdated medicine.
6. Utilize disposal manner so that no other individual has access to any unused portion of medication.

7. Two individuals will witness disposal and document procedure on the medication form for the specific student.

Student information related to diagnosis, medications ordered, and medication given must be maintained according to the Family Education at Rights and Privacy Act. No one can view these records without proper authorization as specified in West Virginia Board of Education Policy 4350 – Procedures for the Collection, Maintenance, and Disclosure of Student Data.

If a student violates the policy regarding medication administration, action will be based on Student Code of Conduct Policy 4373 and Substance Abuse Policy 2422.5.

SOURCE: WV Code §18-5-22a

DATE: August 16, 2004

