Medication Procedure

1. **Prescription Medications**
   All prescription medication dispensed from the health office (by a person who has been trained and delegated by the School Nurse to do so) must meet the following requirements:
   - be in an appropriate pharmacy labeled container which includes the student's name, name of the medication, dosage, how often it is to be administered, and name of the prescribing health care practitioner must be printed on the container.
   - Be accompanied by written permission to administer the medication from the student's health care practitioner with prescriptive authority under Colorado law. Incomplete orders will be returned to the prescriber to be completed. Prescriber orders may be accepted on forms other than the Thompson School District Permission for Medication form, if the form includes all required information. *Completed “Permission for Medication” forms faxed from the health care provider will be accepted.*
   - The school must have received written permission from the student's parent/guardian to administer the medication to the student on the Thompson School District Permission for Medication form (other school district permissions are not accepted).
   - The parent/guardian will be responsible for providing all medication to be administered to the student.
   - In accordance with state mandates, medication must be given prior to the medication expiration date. No expired medications can be accepted by or administered at school.

2. **Non-prescription Medications Administered by School Personnel**
   Over-the-counter medication given by health office staff must meet the requirements for prescription medications in addition to the following conditions:
   - Essential oils, dietary supplements, Medical Marijuana, Hemp Oil and Cannabinoid Products are not treated as medications. Refer to policy JLCDB Administration of Medical Marijuana, Hemp Oil and Cannabinoid Products to Qualified Students.
   - The nonprescription medication is a product that has been approved by the federal Food and Drug Administration (FDA).
   - The District will consider certain experimental or other nonprescription medications on a case-by-case basis with parent/guardian permission and health care practitioner orders (must have prescriptive authority in Colorado). Orders must include expected side effects, safe dosing information as well as research-based information demonstrating the safety and efficacy of the medication to be administered.

3. **Non-prescription Medications Not Administered by School Personnel**
   A school may permit a student to possess and self-administer non-prescription medication if all of the following conditions are met:
   - The student must possess written permission signed by the student’s parent/guardian allowing the student to take the medication at school. This permission is to remain with the student and the medication at all times.
   - The student may not possess more than a one-day’s supply of medication.
   - The medication shall be in the original, properly labeled container or other container approved by the school.
● Self-administration of the medication may occur during school hours, at school sponsored activities, or while in transit to and from school or school-sponsored activity.
● Self-administration must follow the medication label instructions.
● At no time is the student permitted to share medication intended for self-administration or leave medication unattended.

4. **Self-administration of Emergency Medication for Asthma, Allergies, Anaphylaxis, or other Prescription Medication**

A school may permit a student to possess and self-administer medication, such as an inhaler, epinephrine, or other prescription medication, if all of the following conditions are met:

- Written authorization signed by the student’s health care practitioner must be on file with the school which must include the student’s name; the name, purpose, prescribed dosage, frequency, and length of time between doses of the medication(s) to be self-administered; and confirmation that the student has been instructed and is capable of self-administration of the medication (preferred).
- The school nurse or school administrator, in consultation with the school nurse, the student’s health care practitioner, and the student’s parent/guardian collaborate to assess the student’s knowledge of the condition and ability to self-administer medication using a “Medication-Carry Contract”.
- The completed “Medication-Carry Contract” signed by the student’s parent/guardian must be on file with the school and must include permission for the student to self-administer the medication and a release from liability for any injury arising from the student’s self-administration of such medication as well as assigned levels of responsibility for the student’s parent/guardian, the student, and school employees.
- A treatment plan authorizing a student to possess and self-administer medication is effective for a full year, however, this contract can be revoked for any student at any time by the school nurse for failure to follow the provisions of the contract.
- A student must report to the school nurse or designee or to some adult at the school immediately after the student uses an epinephrine auto-injector during school hours. Upon receiving such a report from a student, the school nurse, designee, or other adult will provide appropriate follow-up care to the student, which must include making a 911 emergency call.

5. **Discontinued and End-of-year Medications**

Parents should personally deliver medications to the health office. Once a medication has been discontinued or at the end of the school year, the parent must come to the health office to pick up the unused portion of medication. All medication that remains in the health office after school is out will be destroyed unless the parent has made other arrangements for pickup.

6. **Student Medication Supply**

The Thompson School District does not supply any student medication including epinephrine devices. All medications are the property of the student’s parent and guardian and must be supplied by the parent.