

MEDICATION POLICY

The Governing Board (the “Board”) of the School (“Charter School”) has adopted the following policy regarding the administration of medication during school hours.

Purpose of Policy

To ensure the safe, accurate administration of medication to students during school hours or during school sponsored activities in compliance with the California Education Code, other relevant laws, and safe practices. [California Education Code Sections 49423, 49423.1 and 49480]

Policy

No student shall be given medication during school hours except upon written request from the student’s parent/legal guardian and a California licensed physician who is responsible for the medical management of the student. All medications, including nutritional supplements, herbal remedies, prescription, and over the counter medication administered to students by designated school personnel or by students themselves shall require a complete and signed Authorization to Administer Medication form (“Medication Form”). Forms specific to asthma, seizures, diabetes, and allergies may be utilized in place of the Medication Form for students requiring medications for these conditions.

Whenever possible, medication should be administered at home and outside of school hours. This may require slight adjustments of the medication schedule which should be discussed with the Prescribing Physician (defined herein below) and/or pharmacist. Emergency medications and other medications that are required on an “as needed” basis such as “rapid” or “fast-acting” inhalers, emergency seizure medication, emergency hypoglycemia medication, and epinephrine auto-injectors are recommended to be available at all times. If a Medication Form (or other specific form) is not received for these medications and the medication is needed at school, the emergency medical services system may be activated unless the parent or legal guardian is available to administer the medication or to transport the student for treatment.

Whenever possible, the Charter School will ensure

- The necessary medical documentation is received and reviewed by a School Nurse ● Faculty has been properly trained
- All necessary supplies including emergency medications are obtained prior to a student’s first day of attendance.

Definitions

“Other designated school personnel” means any individual employed by or contracted with the Charter School, including a nonmedical employee, who has volunteered or consented to administer medication, has been trained by qualified medical personnel, and who may legally administer the medication to the student or otherwise assist the student in the administration of the medication. [5 CCR §601, 621] It is recommended that these employees be CPR, AED and first aid certified.

“Prescribing Physician” may include:

- California licensed physicians and surgeons,
- California licensed dentists,
- California licensed nurse practitioner (must include the furnishing number and the name, address, and telephone number of the supervising physician), and/or
- California licensed physician’s assistants.

[Education Code Section 49423; 5 CCR §601]

Authorization to Administer Medication Form

The Medication Form (or other specific form) must:

- Include the student's name and date of birth,
- Include the name of the medication to be administered and the reason for administration, ○ State that the parent/legal guardian consents to and authorizes the Charter School to assist the student with the administration of medication during school hours as instructed by the Prescribing Physician on the Medication Form,
- Be signed by a parent/legal guardian or adult student,
- Be signed by the authorized Prescribing Physician and include a written statement from such physician detailing:
 - The method, dosage/amount, and frequency/schedule by which such medication is to be taken at school,
 - Any possible side effects of such medication, and
 - For medication prescribed on an as needed basis (PRN), the specific symptoms that necessitate administration of medication, the allowable frequency for administration, and indications for referral for medical evaluation,
- Include the name, address, telephone number and signature of the Prescribing Physician, ○ State that the parent/legal guardian consents to and authorizes other designated school personnel to contact the pharmacist, Prescribing Physician, and/or student's health care provider should questions arise with regard to the Prescribing Physician's written statement for administration of medication at school,
- State that the parent/legal guardian agrees to provide the necessary medication, supplies and equipment,
- State that the parent/legal guardian agrees to immediately notify the Charter School if there is a change in the student's medication, health status, or Prescribing Physician, and
- State that the parent/legal guardian agrees to immediately notify the Charter School and provide new consent for any changes in the Prescribing Physician's authorizations.

For a student to carry and self-administer medication, the Medication Form (or other specific form) must also include the following:

- Written confirmation from the Prescribing Physician that, in the physician's opinion, the student is able to competently self-carry and safely self-administer the medication according to the Prescribing Physician's instructions on the Medication Form,
- Parent/legal guardian consent for the student to self-carry and self-administer medication while at school, and
- Parent/legal guardian release of the Charter School and school personnel from civil liability if the self-administering student suffers an adverse reaction by self-administering medication while at school.

The Medication Form must be renewed/updated annually or whenever changes in medication or authorized health care provider occur including:

- Changes in medication dose, time/schedule, and method of administration,
- Change in medication,
- Change in California authorized health care provider (Prescribing Physician), and/or
- Discontinuance of medication administration.

Parents/legal guardians may rescind the consent granted by the Medication Form at any time by submitting a statement as such in writing to the Charter School.

Responsibility of School Administration

1. To develop the Medication Form (or other specific forms) in accordance with this policy. 2. To establish and carry out procedures and processes in accordance with this policy to ensure the safe and accurate administration of medication to students during school hours or school sponsored activities, including the delivery, administration, documentation and return or disposal of medication.
3. To address emergency preparedness and planning for school sponsored events in the procedures and processes.

4. To inform parents/legal guardians, students and school staff of the policy and procedures for the administration of medication at the Charter School.
5. To inform parents/legal guardians of their responsibilities as specified in Education Code Section 49480.
6. To provide for the training of other designated school personnel by qualified medical personnel in the appropriate administration of medication and management of specific medical conditions.
7. To provide for the appropriate maintenance of student medication records.
8. To provide for the safe and secure storage of student medication at the Charter School as specified by the manufacturer.
9. To develop procedures and processes in accordance with this policy, Education Code Section 49414 and other applicable laws and regulations in the proper obtainment, use, maintenance of records of use, and training of personnel in the use of epinephrine auto-injectors by the Charter School.

Responsibility of Parents, Legal Guardians and Adult Students

1. The parent/legal guardian or adult student is required to inform the school nurse or other designated school personnel of any medication being taken for a non episodic condition as well as the current dosage and the name of the supervising physician. [Education Code Section 49480]
2. The parent/legal guardian or adult student is required to timely provide the Charter School with updated contact information including phone numbers, residential addresses, mailing addresses, and email addresses when changes occur.
3. If medication is to be brought on campus or administered at school or a school sponsored activity, the parent/guardian or adult student must provide a signed written statement that includes all the elements described in the "Authorization to Administer Medication Form" section of this policy. They must also provide directly to the Charter School the medication and all necessary supplies in properly labeled containers. [Education Code Sections 49414.5, 49423, 49423.1; 5 CCR §602]
4. In addition to the requirements above, if a parent/legal guardian wishes to designate a relative or close friend of the family who is not an employee of the Charter School ("Parent Designee") to administer medication to his/her minor student at school or a school sponsored activity as permitted under Business and Professions Code (Nursing Practice Act) Section 2727(a), then the parent/legal guardian's signed written statement shall clearly identify the Parent Designee's name and relation to the student, and shall state the Parent Designee's willingness to accept the designation, that the Parent Designee is permitted to be on the school site for this purpose, and any limitations on the Parent Designee's authority.