

BIG HORN COUNTY SCHOOL DISTRICT NUMBER ONE
Box 688
Cowley Wyoming 82420
POLICIES AND REGULATIONS
FILE: JLCD

ADMINISTERING MEDICINE TO STUDENTS

Absolutely no medication, internal or external, including medications and vitamins, should be dispensed by the nurse or school personnel unless requested in writing by the child's parents or his physician.

When a child must receive medication during school hours, the following policy should be followed.

1. Signed, written permission of the parents should be on file in the school before any medication is dispensed. The instructions should include the name of the child and the quantity, frequency and duration of medication. Requests shall be valid for no more than the current school year.
2. The school will encourage parents to supply over-the-counter medications for their child, but if necessary, the school may supply some over-the-counter medications.
3. If the drug is left in charge of the nurse or school personnel at the physician's request, the medication should be labeled with the child's name, name of medication, time of day medication is to be given, duration it is to be given, and the physician's name.
4. All medications, which are to be left in charge of the nurse or school official, must be kept in a safe place, out of the reach of children.
5. For school-sponsored trips, the following procedure will prevail:
 - a. Parent or guardian will complete a form indicating student's need for medication (name of medication, dosage, and condition requiring the medication).
 - b. Information form must be returned to sponsor prior to trip.
 - c. Medication will be carried by a trained designated staff person. Medication will be in a sealed, properly labeled container. The designated staff person will dispense the medication and document appropriately.

Pursuant to W.S. §21-4-310, a student may possess and self-administer asthma medication within a school of the District if a written statement is submitted to the District containing:

1. Parental verification that the student is responsible for and capable of self-administering medication and parental authorization for self-administration of asthma medication;
2. Health care provider identification of the prescribed or authorized asthma medication and verification of the appropriateness of the student's possession and self-administration of the asthma medication;
3. The written verification required by this policy shall be provided on the forms provided by the State Department of Education and shall require the signatures of the parent or guardian of the student and the student's physician or physician's representative.

If a student should require an emergency medication to be carried on him/her self, the parent or guardian must sign the proper form requesting this stating that the child is capable to self-administer the medication.

Should a parent or guardian request that a student be allowed to carry and self-administer a medication, the following procedure will prevail:

1. The school nurse will determine if the medication is safe for both the student and other students should it be ingested.
2. The parent must sign the proper form stating that the child is competent to carry and self administer their medication. This form will also state that the school district will not be responsible should the child take too much of the medication or should he/she forget to take it.
3. The parent must also provide the school with a health care provider's written permission stating that the child may carry and self-administer the medication.
4. The school has a right to refuse a student to self-administer a medication if the medication is determined to be unsafe, or if the student is not competent to do so.

Adoption Date: August 11, 2005

Revised: 11/9/06