

## Use of Medications

In adherence with Ohio Revised Code a school employee is permitted to administer medication *under strict guidelines*. Trotwood-Madison City Schools, in an effort to accommodate families in the District, will in certain instances, administer required medicines to students during the school day. Students, who must take prescribed medication during the school day, must comply with the following guidelines:

1. Parents should determine, with the counsel of their child's prescriber, whether the medication schedule can be adjusted to avoid administering medication during school hours.
2. The appropriate form must be filed with the respective building principal before the student will be allowed to begin taking any medication during school hours or to use an inhaler to self-administer asthma medication. Such forms must be filed annually and as necessary for any change in the medication. No medication will be administered without the forms.
  - a) The physician who prescribes the medication must sign a detailed statement which indicates dosages, special instructions, possible adverse reactions, and other pertinent information.
  - b) The student's parent or guardian must sign the written request that the drug be administered.
3. All medication must be registered with the Principal's office and must be delivered by the student's parent or guardian in the original containers in which they were dispensed by the prescribing physician, dentist, or licensed pharmacist. The label is to include the name of the student, the physician, current date, dosage instructions (quantity and times to be given), and name of medication. Dosage must match the Doctor's order.
4. Medication that is brought to the office will be properly secured. Except as noted below, students may not bring medication to school. Students may carry emergency medications for allergies and/or reactions, or asthma inhalers during school hours provided the student has written permission from the parent/physician submitted on the proper forms. In case of epinephrine autoinjectors ("epi pens"), in addition to written permission and submission of proper forms, the parent or student must provide a back up dose to the school nurse. Students are strictly prohibited from transferring emergency medication, epi pens, or inhalers to any other student for their use or possession.
5. When medication has been discontinued, any remaining medication must be picked up by the parent within 2 weeks after discontinuation or it will be disposed of by school personnel. At the end of each school year, parents will be given two weeks to pick up any remaining medication before it is disposed of by school personnel.

6. The parents shall have sole responsibility to instruct their child to take medication at the scheduled time.
7. A log for each prescribed medication shall be maintained which will note the personnel giving the medication, the date, and the time of day. This log will be maintained along with the physician's written request and the parent's written release.
8. No employee authorized by the Board of Education to administer medication and who has a copy of the most recent physician's statement shall be liable in civil damages for administering or failing to administer the medication, unless he/she acts in a manner that constitutes "gross negligence or wanton or reckless misconduct".
9. No person employed by the Board of Education shall be required to administer medication to a student except in accordance with the requirements established under the policy. The Board of Education shall not require an employee to administer medication to a student if the employee objects on the basis of religious convictions to administering the medication.
10. On field trips, student medication shall be administered by a trained staff member. Emergency multi-dose inhalers or epi pens may be carried by the student with physician and parental authorization on the appropriate form.
11. Students who spend part of their school day at a work site where no school employees are in constant attendance may self-administer medication with written physician and parent authorization.

### **Non-prescribed (Over-the-Counter) Medications**

No staff member will dispense non-prescribed, over-the-counter (OTC) medication to any student without prior parent authorization. Parents may authorize administration of a non-prescribed medication on forms that are available from the Principal's office.

Any student who distributes medication of any kind or who is found in possession of unauthorized medication is in violation of the District's Code of Conduct and will be disciplined in accordance with the drug-use provision of the Code.