

NEW MEXICO SCHOOL FOR THE ARTS
HIGH SCHOOL

MEDICATIONS POLICY

Diagnosis, treatment of illness, or prescribing drugs and medications are never responsibilities of a school and should not be practiced by any school personnel. School personnel will only dispense Tylenol, Ibuprofen, and cough drops if permission has been given by the parent/guardian in the Medical Release Form. School personnel will dispense medications that have been prescribed by a physician only if the parent/guardian provides the front office with a Permission for Administering Medication in School form giving permission to administer and provide dosage instructions. When possible, medication doses should be given at home to avoid interruptions in the school day. If medication is needed during the school day, the policy is as follows:

1. *Inform.* Parents/guardians must inform the Front Office staff when a student requires medications during the school day. Students observed by school personnel self administering unauthorized medications shall be reported to their parents/guardians.
2. *Written Permission.* A written statement is required from the parent/guardian and physician authorizing the administration of all medications and releasing school personnel from liability should reactions result from the medication. The written statement must include the student's name, diagnosis, name of medication, dose, time to be given, and signatures of parent/guardian and physician. Forms are available from the office.
3. *Labeled Containers.* Medication must be provided in pharmacy labeled containers that indicate pharmacy name and telephone number, student's name, physician, name and dosage of medication. The dispensing pharmacy must split medication into duplicate bottles if it is necessary to give medication during school hours. One bottle will be kept at home and the other at school under the care of school authorities.
4. *Administration.* Front office personnel will oversee the student self administration of prescribed medication. Students will be allowed to carry and self-administer medications only with a physician's and/or parent's written permission, in cases of potential emergency. An Agreement for Medication Self Administration form must be completed by the parent/guardian and will be kept on file. (See additional requirement below).
5. *Tylenol, Ibuprofen, and Cough Drops.* Tylenol or other over-the-counter medicines will be administered to students only with the parent/guardian's authorization given in the Medical Release Form as required above. Again, parents are urged to administer such medication at home when possible. Over-the-counter medicines will be administered for conditions such as mild fever, headache, muscular ache, toothache, symptoms of seasonal allergies, menstrual cramps, sore throat, and for no more than 3 consecutive days unless a medical authorization is obtained from a primary care provider. Over-the-counter medication administered will follow manufacturer's label directions for dose, indication for use, and age and weight guidelines unless medical authorization is obtained.
6. *Disposal.* When the medication is no longer needed, it will be returned to the parent or guardian, or destroyed. Medications requiring refrigeration will be kept in a closed and clearly identified container in the refrigerator.

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Self-administration of Certain Drugs

Students will be allowed to carry and self-administer asthma medication, emergency anaphylaxis medication, and/or equipment and supplies for storage and disposal of sharps for self-assessment and for self-administration of diabetes treatment medications, if it has been legally prescribed to the student by a health care provider under the following circumstances:

1. The health care provider has instructed the student in the correct and responsible use of the medication;
2. The student has demonstrated to the health care provider and the school official the skill level necessary to use the medication and any device that is necessary to administer the medication as prescribed;
3. The school official or health care provider, within input from the parent or guardian and based on the student's health care practitioner's medical orders, has formulated a written treatment plan for managing the student's care and for medication use by the student during school hours or school sponsored activities, including transit to or from school or school-sponsored activities; and
4. The student's parent has completed and submitted to the school any written documentation required by the school, including the treatment plan required in paragraph (3) above and a statement relieving the school and its employees and agents from liability arising from the performance the student's self-administration, carrying or storage of medication, supplies and medication administration equipment.

The parent of a student who is allowed to carry and self-administer asthma medication, emergency anaphylaxis medication, or diabetes medication/equipment **must** provide the school with backup medication and equipment that shall be kept in a location to which the student has immediate access in the event of an asthma, anaphylaxis or diabetes emergency. An Agreement for Self-Administration of Medication must be completed by the parent/guardian and kept on file.

THE SCHOOL SHALL NOT BE LIABLE AS A RESULT OF ANY INJURY ARISING FROM THE PERFORMANCE OF SELF-ASSESSMENT PROCEDURES AND THE SELF-ADMINISTRATION OF MEDICATION NOR FROM ANY INJURY ARISING FROM THE STUDENT CARRYING AND, IF APPLICABLE, DISPOSING OF THE MEDICATION OR SUPPLIES NEED TO ADMINISTER MEDICATIONS.

This Medications Policy was approved by the Governing Council of the New Mexico School for the Arts, effective XXXXXX.

NEW MEXICO SCHOOL FOR THE ARTS

ATTEST;

BILL BEACHAM, Chair
of the Governing Council

PAULA TACKETT, Secretary
of the Governing Council

Medications Policy
Adopted: ????
Amended: