



I. PURPOSE

The purpose of this policy is to delineate the responsibilities of Athlos Academy of Jefferson Parish with regard to the administration of medication to students.

II. POLICY

- A. Medication shall not be administered to any student without a completed *Medication Order* from a licensed physician authorized in the state of Louisiana or an adjacent state, and a letter of request and written consent from the student's parent/guardian.
1. The *Medication Order* is a written order for each medication to be administered at school.
 - a. No corrections shall be accepted on the physician's *Medication Order* form.
 - b. Orders for multiple medications on the same form, an incomplete form, or a form with a physician's/other authorized prescriber's stamp shall not be accepted.
 - c. Only the physician/other authorized prescriber or his/her staff may write on the *Medication Order* form. This form must be signed by the physician/other authorized prescriber.
 - d. School *Medication Orders* shall be limited to medication which cannot be administered before or after school hours.
- B. Parent/guardian(s) must provide written consent for administering medication:
1. In the *Authorization to Administer Medication* form;
 2. Requesting that medication be administered during regular school hours to the student; and
 3. Including a signed *Medication Order* by the student's physician prescribing the medication and providing documentation as to the method, amount, and time schedule for administration, and a statement that administration of medication by school employees during periods when the student is under the control of the school is medically necessary.
- C. Medication may only be administered if the following conditions are satisfied:

Medication Administration Policy

1. One of the following administers the medication: a licensed school nurse, health services personnel, or any employees whom the licensed school nurse has properly trained pursuant to L.A. R.S. 436.1(B).
 - a. At least one employee at each school shall receive training from a registered nurse or a licensed medical physician in the administration of auto-injectable epinephrine.
 - b. In addition to a licensed school nurse, Athlos Academy of Jefferson Parish shall make efforts to make available at least one unlicensed diabetes care assistant, trained according to state law, to assist in the implementation of students' diabetes management and treatment plans.
 2. At all times, a second school employee shall witness the administration the correct dosage and record the information on the tracking portion of the *Authorization to Administer Medication* form.
 3. Prescription medications must be prescribed to the student as noted on the original label and will be administered as prescribed on the label.
 4. Medication must be labeled clearly and admitted through the front office first.
 5. Medication must be kept in the front office in a locked cabinet, and must be in the original bottle.
 6. Administer the medication according to the "six rights":
 - a. Right student;
 - b. Right time (within 30 minutes before and 30 minutes after the medication is scheduled unless otherwise specified);
 - c. Right medicine;
 - d. Right dose;
 - e. Right route; and
 - f. Right documentation.
 7. During the period when the medication is administered the person administering medication must be relieved of all other duties.
 8. Each student must be observed by a school employee for a period of 45 minutes following the administration of medication. This observation may occur during instruction time.
- D. The only exception to section C is in the case of a school nurse or trained school employee administering auto-injectable epinephrine to a student who he/she, in good faith, professionally believes is having an anaphylactic reaction.

Medication Administration Policy

1. A school nurse or trained school employee may administer auto-injectable epinephrine to a student if the above conditions are met whether or not such student has a prescription for epinephrine.
2. The school nurse or trained employee may administer the auto-injectable epinephrine to respond to a student's anaphylactic reaction, under a standing protocol from a physician licensed to practice medicine in the state.
3. This policy shall be disclosed to any parent or other legal guardian who notifies the school in which the student is enrolled, in writing, that the student has an allergy or other condition which puts him at risk of anaphylaxis.

E. Self-administration of medicine:

1. The *Self-Administration of Medication* form must be completed and signed by the student's parent/guardian and the student's physician.
2. If student is permitted to self-administer medicine, student may only carry one dose at a time, excepting for students who require asthma medication.
3. A physician's note is required for self-administration of medication and is only valid for one year.
4. A student who uses any medication permitted by this policy in a manner other than as prescribed shall be subject to disciplinary action; however, such disciplinary action shall not limit or restrict such student's immediate access to his/her prescribed medication.

F. Athlos Academy of Jefferson Parish and the employee who administers the medication, in compliance with the physician's written prescription or the provisions of this policy, are not liable, civilly or criminally, for:

1. Any adverse reaction suffered by the student as a result of taking the medication; and
2. Complying with the written authorization of the student's parent/guardian(s) to discontinue the administration of medication.

Legal References:

[LA. R.S. 17:81](#) (*General powers of local public school boards*)

[LA. R.S. 17:436.1](#) (*Administration of medication*)

[LA. R.S. 17:436.3](#) (*Students with diabetes*)

Related Documents:

Authorization to Administer Medication Form

Self-Administration of Medication Form