

STUDENT SERVICES

File: JHCD-R

ADMINISTERING MEDICINES TO STUDENTS

Prescription Medications

- A. Prescription medication may be given to students only pursuant to the written order of a physician, physician, assistant, nurse practitioner, and with written permission on the [Permission for Medication Form](#) signed by the student's parent or guardian.
- B. Any medicine must be in the original container and delivered to the principal, school nurse or other school designee by the parent/guardian of the student.
- C. Students shall not be in possession of any prescription medication on school grounds or at school-sponsored events without prior permission of the principal.

Nonprescription Medications

- A. Charlottesville City Schools' personnel may give nonprescription medication to students only with the written permission of the parent or guardian on The Permission for Medication Form.
- B. Any permission for nonprescription or over-the-counter medication shall include the name of the medication, the required dosage of the medication, and the time the medicine is to be given.
- C. Such medicine must be in the original container and delivered to the principal, school nurse or school division designee by the parent/guardian of the student.
- D. Students shall not be in possession of any nonprescription or over-the-counter medication on school grounds or at school-sponsored events without prior permission of the principal or without following the directions in the section below on self-administration of medication.

Self-Administration of Medication

- A. Self-administration of any medication with the exception of asthma medication and auto-injectable epinephrine, as discussed below, is prohibited for students in grades kindergarten through eight.
- B. Students in grades nine through twelve may be allowed to possess and self-administer non-prescription medicine if:
 - written parental permission for self-administration of specific non-prescription medication is on file with the school;

STUDENT SERVICES

File: JHCD-R
Page 2

- the non-prescription medication is in the original container and appropriately labeled with the manufacturer's directions;
 - the student's name is affixed to the container; and
 - the student possesses only the amount of non-prescription medicine needed for one school day/activity.
 - A School Board employee, as defined in Va. Code § 22.1-274.E, who is a registered nurse, licensed practical nurse, or certified nurse aide and who has been trained in the administration of insulin, including the use and insertion of insulin pumps, and the administration of glucagon may assist a student who is diagnosed with diabetes and who carries an insulin pump with the insertion or reinsertion of the pump or any of its parts. Prescriber authorization and parental consent shall be obtained for any such employee to assist with the insertion or reinsertion of the pump or any of its parts. Nothing in this policy requires any employee to assist with the insertion or reinsertion of the pump or any of its parts.
- C. Sharing, borrowing, distributing, manufacturing or selling any medication is prohibited.
- D. Permission to self-administer non-prescription medication may be revoked if the student violates this regulation and the student may be subject to disciplinary action in accordance with the Standards of Student Conduct.

Self-Administration of Asthma Medication and Auto-Injectable Epinephrine

- A. Students with a diagnosis of asthma or anaphylaxis are permitted to possess and self-administer inhaled asthma medications or auto-injectable epinephrine, or both, as the case may be, in accordance with this regulation during the school day, at school-sponsored activities, or while on a school bus or other school property.
- B. In order for a student to possess and self-administer asthma medication or auto-injectable epinephrine, or both, the following conditions must be met:
- written parental consent that the student may self-administer inhaled asthma medications or auto-injectable epinephrine, or both must be on file with the school;
 - written notice from the student's primary care provider must be on file with the school, indicating 1) the identity of the student, 2) the diagnosis of asthma or anaphylaxis, or both, and approval for self-administration of inhaled asthma medications or auto-injectable epinephrine, or both that

have been prescribed for the student; 3) the name and dosage of the medication, the frequency in which it is to be administered and the circumstances which may warrant its use, and 4) the student's demonstrated ability to safely and effectively self-administer the medication;

- an individualized health care plan must be prepared, including emergency procedures for any life-threatening conditions; and
 - information regarding the health condition of the student may be disclosed to CCS employees in accordance with state and federal law governing the disclosure of information contained in student scholastic records.
- C. Permission granted to a student to possess and self-administer asthma medications or auto-injectable epinephrine, or both will be effective for a period of 365 calendar days and must be renewed annually.
- D. Parents or guardians shall provide notice signed by the physician annually of the diagnosis, medication, and dosage of any medication that must be self-administered.
- E. However, a student's right to possess and self-administer inhaled asthma medication or auto-injectable epinephrine, or both, may be limited or revoked after appropriate school personnel consult with the student's parents if the student's condition or physician's orders change.
- F. CCS shall not accept responsibility for the loss or theft of any self-administered medication that the student maintains in his/her possession.

Handling, Storage, and Monitoring of Medication

- A. The parent or guardian of any student requiring administration of medication during school or at school-sponsored events shall bring the medication to the school in the original container.
- B. For prescription medication, the parent or guardian shall also provide orders signed by the physician to include the dosage and any additional information necessary.
- C. The principal or school official who meets with the parent shall give the medication to the school nurse or shall lock the medication and all information in the clinic until the nurse returns.
- D. The nurse shall log the medication into the medication log and shall maintain it in a locked container at all times.
- E. The nurse or other person who may administer the medication shall complete the

STUDENT SERVICES

medication log when the student receives the medication. This documentation shall include the student's name, date, time of administration and the dosage given.

- F. The nurse shall monitor the amount of medication and will notify the parent or guardian when the supply is no greater than one week.
- G. For nonprescription medication, the parent or guardian shall sign a consent form for the nurse or other school official to provide the medication. The consent form shall include the dosage instructions.

Issued: August 17, 2009
Revised: July 5, 2011
Revised: July 13, 2017

Legal Refs.: Code of Virginia, as amended, §§ 22.1-78, 22.1-274, 22.1-274.01:1, 22.1-274.2, 54.1-2952.2, 54.1-2957.02, 54.1-3408.

Manual for Training Public School Employees in the Administration of Insulin and Glucagon (Virginia Department of Education Revised 2015).

Cross Refs.: EBBA Emergency First Aid, CPR and AED Certified Personnel
JFC-R Standards of Student Conduct
JHCE Recommendation of Medication by School Personnel
JO Student Records