

CUMBERLAND PUBLIC SCHOOLS

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**DISPENSING OF MEDICATION DURING SCHOOL HOURS**

1. To assure student safety and to minimize interruption to the educational process, medications should be taken at home under parent/guardian supervision. Only those medications which must be given in school (i.e. 4 times or more per day or at noon) and emergency medications will be dispensed by the school nurse/teacher.

2. Short-Term Administration: Non-prescription (i.e. cough syrup) medication must be brought to school in the original container labeled with the child’s name, name of medication, dosage and approximate time to be given and accompanied by a signed parent/guardian authorization note.

Prescription medication must be brought to school in the original prescription container. Parent/Guardian authorization is required for short term administration.

3. Long-Term Administration: written parent/guardian and physician authorization is required. Medication must be in the original container labeled with the pharmacy prescription containing the child’s name, name of medication, dosage, time to be given and physician’s name. Verbal orders to the nurse may accepted if followed up by a written order from a licensed prescriber within three (3) working days, facsimile transmissions may be accepted. Upon receipt the orders will be confirmed with the parent by the nurse. The school nurse/teacher will determine how much medication may be kept in school for each student.

4. By law the school nurse/ teacher or nurse supervisor must refuse to dispense medication not properly authorized by a physician; not in an appropriate container; outdated; discolored; or one with which she is unfamiliar until information can be obtained from a pharmacist or the school physician.

5. Medications will be dispensed at the elementary level between the hours of 11:00 a.m. and 12:45 p.m., and at the secondary level between 10:15 a.m. and 12:45 p.m. A parent/guardian may come to school at any time and dispense medication to their child if they choose to.

6. Parental discretion will dictate whether medication can be safely brought to school by the student or should be brought in by the parent/guardian. The Cumberland School Department and the Cumberland school nurse/teachers or nurse supervisor will not be responsible for medication that is lost, misused or abused by students bringing in their own medication. All medication must be brought to the nurse’s office upon arrival at school unless pursuant to paragraph #7.

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7. With proper parental/guardian and physician authorization in consultation with the school nurse/teacher or nurse supervisor a determination will be made as to whether a student may self-carry/self administer his/her emergency medication (i.e. inhaler, insulin, epi-pen). If the determination is made that a student is incapable of safely and effectively self-carrying or self administering such medication accommodations will be made to assure immediate access to the medication.

8. All medications carried by students (i.e. inhalers) must be clearly labeled with the pharmacy prescription, student’s name, instructions for use and physician’s name

9. All medications stored within the school building must be locked inside a secure cabinet, safe or closet and will be dispensed only by a nurse/teacher or nurse supervisor as dictated by law.

10. The Cumberland School Department Substance Abuse Policy prohibits possession of unauthorized medication on school property or at school sponsored activities. Any student found carrying unauthorized medication (prescription or non-prescription) will be subject to disciplinary action.

11. Any changes in a student’s prescription will be treated as a new medication requiring a new parent/guardian and physician written authorization. All written authorizations must be renewed at the start of each school year.

12. The school nurse/teacher or nurse supervisor will maintain an electronic medication record for all medication dispensed in school. This record will be maintained on the student’s individual log by the nurse dispensing the medication and contain the name of the medication, dosage, route of administration, time and any special instructions. A parent/guardian permission form and a physician standing order form are required and will be maintained with the medication or in the medication blue binder. If a dosage is not administered the reason therefore will be noted and entered into the student’s individual log.

13. Nothing contained in this policy shall be construed to prohibit the administration of epinephrine in accordance with the procedures and guidelines established by statute and /or the policies, rules and/or regulations of the R.I. Department of Health.

14. If anything contained within this policy is deemed to be in conflict with state or federal law, the applicable state or federal law, as the case maybe, shall prevail, however, that the remainder of this policy shall remain in full force and effect.

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15. Students will be allowed to self-carry and self-administer a one day supply of medication including a controlled substance, during an off-site school sponsored activity (i.e. field trip). Said medication must be supplied by the parent on the day of the event and must be transported in a properly labeled container. By law, under no circumstances can a school nurse/teacher dispense self- carry medication.

Said medication will be supplied by the parent with a parent’s written authorization for use of the medication during the off-site school-sponsored activity and shall be stored and transported in its original prescription-labeled container (in the case of prescription medication) or its manufacturer-labeled container (in the case of non-prescription medication).

In the case of prescription medication, a licensed health care provider’s written order shall be provided if not already on file in the school.

Students are prohibited from sharing, transferring, or in any way diverting his/her own medication(s) to any other person.

No School teacher, school administrator, school health personnel, or any other school personnel shall be liable for civil damages which may result from acts of omission which may constitute ordinary negligence when a student self-carries and/or self-administers his/her own medication(s) in accordance with these rules and regulations. This immunity does not apply to acts or omissions constituting gross negligence or willful or wanton conduct.

Approved by School Committee – 7/10/97  
Revised by School Committee – 10/9/97  
Revised by School Committee – 5/25/00  
Revised by School Committee – 1/10/08

Reference Law Citation:

Pursuant to the provisions of Public Law 96-358, the Department of Health and Education have amended the regulations of Rules and Regulations for School Health Programs (RI-21-SCHO) to address the use of epinephrine auto-injectors (epi-pens) in the school setting. The new statute confers the protections of the “Good Samaritan” laws to non-nursing personnel (e.g. teachers, principals, etc.) who administer an epinephrine auto-injector to previously medically identified students who experience an episode of anaphylaxis. New language related to the administration of epinephrine auto-injectors by school personnel to medically identified children has been added in the following sections: 1.2; 1.5; 1.12; 1.13; 2.7; 2.8; 2.9; 2.10; 2.11; 9.3; 14.3 17.1; 17.1.2; 17.2; 17.4; 17.6; and 23.1.1.