



Book	Dinwiddie County School Board Policies
Section	J - Students
Title	ADMINISTERING MEDICINES TO STUDENTS
Code	JHCD
Status	Active
Adopted	December 12, 2017

A. Transportation of Medications

Except as provided for in Section D and F of this policy, a student is not permitted to transport medication to and from school.

B. Administration of Non-Prescription Medications

At the Secondary level, designated school personnel, under the supervision of the principal and in consultation with a school nurse or school nurse supervisor, will administer non-prescription medication to a student only with the written permission of the parent or guardian. Alternative medications such as vitamins, minerals, herbs, essential oils, or dietary supplements will not be administered by school personnel unless prescribed by a physician, physician's assistant or nurse practitioner. Permission by a parent or guardian to administer a non-prescription medication shall specify the name of the medication, the required dosage, and the time the medication is to be given. The medication, in its original unopened container, shall be brought to the clinic by the parent or guardian along with the written permission. For school personnel to administer a non-prescription medication to a student for more than twice a day, more than three consecutive days, or more than three times in a 30- day period, will require the written authorization of the student's physician, physician's assistant, or nurse practitioner.

At the Elementary level, all non-prescription medications will require written authorization from a physician, nurse practitioner or physician's assistant as well as the parent or guardian. Designated school personnel shall administer non-prescription medication in accordance with JHCD-R, Procedures for Administration of Medication to Students. Should the clinic staff become concerned regarding a child's medical condition on a particular day, the school administration may refuse to administer the non-prescription medication until the child has been seen by a medical professional. The parent or guardian will be notified of the concern and the school's perceived need for medical review. The parent or guardian shall pick up unused medication, or school personnel will discard it.

C. Administration of Prescription Medications Prescribed for Individual Students

Designated school personnel, under the supervision of the principal and in consultation with a school nurse or school nurse supervisor, will administer medication prescribed for individual students only with a written order from the student's physician, physician's assistant, or nurse practitioner that specifies the name of the medication, the required dosage, and the time the medication is to be given. The medication, in its original unopened container, shall be brought to the clinic by the parent or guardian. Written permission from the parent or guardian to administer

the medication to the student must be given at that time. Designated school personnel shall administer medication prescribed for individual students in accordance with Regulation JHCD-R. The parent or guardian shall pick up unused medication, or school personnel will discard it.

D. Self-Administration of Medication for Asthma or Anaphylaxis

Notwithstanding other provisions of this policy, a secondary student with a diagnosis of asthma or anaphylaxis is permitted to possess and self-administer auto-injectable epinephrine or an inhaled asthma medication in accordance with this policy during the school day, at school-sponsored activities, or while on the school bus or other school property. A student may possess and self-administer asthma medication, or auto-injectable epinephrine, or both, only when the following conditions are met:

1. Written permission from the parent that the student may self-administer auto-injectable epinephrine or an inhaled asthma medication must be on file with the school.
2. Written notice from the student's physician, physician's assistant or nurse practitioner must be on file with the school. The notice must indicate the student's name, state the diagnosis of asthma or anaphylaxis, approve the self-administration of auto-injectable epinephrine or an inhaled asthma medication that has been prescribed for the student, specify the name and dosage of the medication, the frequency with which the medication is to be administered, and the circumstances that warrant use. The physician, physician's assistant, or nurse practitioner shall attest to the student's demonstrated ability to self-administer the medication safely and effectively.
3. An individualized health care plan must be prepared, including emergency procedures, for any life-threatening conditions. Parents must disclose any relevant information regarding the health condition of the student to school personnel.
4. There is a consultation with the student's parent before any limitations or restrictions are imposed on a student's possession and self-administration of inhaled asthma medications and auto-injectable epinephrine and before the permission to possess and self-administer inhaled asthma medications and auto-injectable epinephrine at any point during the school year is revoked.
5. Self-administration of inhaled asthma medications and auto-injectable epinephrine is consistent with the purposes of the Virginia School Health Guidelines and the Guidelines for Specialized Health Care Procedure Manual, which is jointly issued by the Virginia Department of Education and the Virginia Department of Health.
6. Information regarding the health condition of the student may be disclosed to school board employees in accordance with state and federal law governing the disclosure of information contained in student scholastic records. Permission granted to a student to possess and self-administer asthma medications or auto-injectable epinephrine, or both, will be effective for the school year in which permission is given, and must be renewed annually. 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.

E. Administration of Insulin and Glucagon to Students with Diabetes

Unless the provisions of Section F herein apply, only a trained employee shall administer insulin and glucagon to a student diagnosed as having diabetes, consistent with Va. Code § 22.1-274. Prescriber authorization and parental consent shall be obtained for any employee who is not a registered nurse, nurse practitioner, physician or physician assistant to assist with the administration of insulin and administer glucagon. When a registered nurse, nurse practitioner,

physician or physician assistant is present and readily available, no employee who is not a registered nurse, nurse practitioner, physician or physician assistant shall assist with the administration of insulin or administer glucagon.

F. Self-Care and Self-Administration of Medication for Diabetes

Notwithstanding the requirements of Section E above, each enrolled secondary student who is diagnosed with diabetes, with parental consent and written approval from the prescriber, is permitted to:

- Carry with him and use supplies, including a reasonable and appropriate short-term supply of carbohydrates, an insulin pump, and equipment for immediate treatment of high and low blood glucose levels; and,
- Self-check the student's own blood glucose levels on a school bus, on school property, and at school sponsored activities.

The parent or legal guardian is required to bring any such supplies, food, equipment, and medication to the school office prior to a student being permitted to carry these items for the first time to ensure that all necessary permissions and other paperwork are in order.

G. Non Student-Specific Epinephrine

Pursuant to an order or standing protocol issued by the prescriber within the course of his professional practice, any school nurse, School Board employee, employee of a local appropriating body or employee of a local health department who is authorized and trained in the administration of epinephrine may possess epinephrine and administer it to any student believed to be having an anaphylactic reaction.

H. Sharing, Borrowing, Distributing, Manufacturing or Selling Medication Prohibited

The sharing, borrowing, distributing, manufacturing or selling of any medication is strictly prohibited. Permission to self-administer medication may be revoked if the student violates this policy and the student may be subject to disciplinary action in accordance with the Code of Student Conduct.

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Legal 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).

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References [EBBA - EMERGENCY FIRST AID, CPR AND AED CERTIFIED PERSONNEL](#)
[JFC-R - Option 2 - STANDARDS OF STUDENT CONDUCT - regulations](#)
[JHCE - RECOMMENDATION OF MEDICATION BY SCHOOL PERSONNEL](#)
[JO - STUDENT RECORDS](#)

EpiPen Administration Illustration.pdf (73 KB)