

Integrated Day Charter School
Governing Board



Policy Series: 5000

Policy Number: 5340

ADMINISTRATIVE REGULATION 5340.1

STUDENT HEALTH

REGULATION FOR SELF-ADMINISTRATION OF MEDICATION

The following procedures will routinely be followed in order to implement the Board of Directors policies for the self-administration of medication.

PROCEDURES

- A. A student may be considered for self-administration of medication if both the prescribing physician and parent/guardian indicate in writing (Authorization for the Administration of Medicines by School Personnel) that the student is capable, responsible and may be allowed to do so. The school nurse will finally determine if a student is responsible enough to self-administer medication in a safe and appropriate manner.
- B. A conference will be scheduled and will include the school nurse, parent/guardian and student for which the medication is prescribed.
- C. The conference shall review:
 1. The health condition for which medication is being prescribed.
 2. Name of the medication, dosage, method of administration, time and frequency as per written order of physician.
 3. Desired effects of medication.
 4. Potential side effects of medication.
 5. The student agrees to come to the Health Office if desired effect does not occur.
 6. The student will keep medication on his/her person at all times, including during transportation to and from school.
 7. The student will report to the Health Office on a twice yearly basis to review and evaluate the plan with the nurse.
 8. The student will be removed from the medication self-administration program if found abusing the established plan. Parents will be notified of this.
- D. A contractual agreement entitled Self-Administration of Medication Contract, will be signed by all persons attending the scheduled conference.
- E. The contract will kept as part of the student's cumulative health record. A copy shall be given to the student's parent/guardian. This contract must be renewed annually at the beginning of the school year.

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- F. The director and the student's teachers will be informed that the student is participating in the medication self-administration plan via the Confidential List
- G. Telephone orders for self-administration of medication will not be accepted.

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