

KANAWHA COUNTY BOARD OF EDUCATION POLICY
Series: C50 - Administration of Medication by School Personnel

50.1 Role of School. The administration of medication to students is the primary responsibility of the parent, guardian, or student pursuant to this regulation. If such medication is required to be administered during school hours to facilitate the student's health and regular school attendance, an employee with appropriate training shall be designated to administer required medication.

50.2 Physician's Order.

No prescription medication shall be administered at school except by written order with dosage instructions from the student's physician and with parent authorization.

If the administration of medication is scheduled for a period greater than 21 days, Form ECMA-1 (attached hereto as Appendix A) must be completed by the student's physician and filed with the school. If the administration of medication is scheduled for a period of 21 days or less, an order from the student's physician and a note of permission from the parent/guardian must be submitted to the school.

Standing orders from the Kanawha County Schools Medical Consultant will allow the administration of a very limited list of predetermined nonprescription medications to be given for a period of up to three days with specific written instructions from the parents. No other medications will be administered without an order from a licensed healthcare provider with prescriptive privileges.

50.3 Standing Order. Kanawha County Schools employs a Licensed doctor in order to advise nurses and other designated school officials on the administration of certain medications. The following are medications that are approved under the Kanawha County Standing Order: Acetaminophen, Ibuprofen, Simple Cough Drops containing only Pectin, and Calamine Lotion.

50.4 Prescription Medication Container. Prescription medication must be labeled clearly and accurately by a pharmacist or physician. Only one kind of medication may be included in a single bottle or container.

50.5 Non-Prescription Medication Container. Non-prescription medications must be delivered to school in the manufacturer's container, clearly labeled with the student's name.

50.6 Storage of Medication. All medication must be stored in a locked cabinet located in a suitable area designated by the principal. Any medication designated as Schedule II drugs must be double locked. Epinephrine and inhalers that are needed for immediate emergency use in a life-threatening situation only may be carried on the student's person, if (1) there is a physician's order explaining the necessity to have the medication available immediately, and (2) an assessment by the school nurse verifies that this can be safely done and the student will not violate school rules and policies by unauthorized use of the medication, i.e. selling, sharing, or otherwise inappropriately using the medication for an unintended purpose.

50.7 Employee Training. Each school principal in conjunction with the Lead School Nurse shall be responsible for arranging appropriate training for school personnel who are designated to administer medication to students and including the appropriate competency testing.

50.8 Employee Responsibility. No employee may be required to administer medication to students, except those employees (1) in the field of special education, whose employment commenced on or after July 1, 1989, and (2) who receive appropriate training, as required by this policy.

50.9 Medication Log. Any employee who is designated to administer medication to students or observe a student self-administering medications must accurately complete a medication log.

50.10 Disciplinary Action. Any student who violates the provisions of this policy shall be subject to disciplinary action under Kanawha County Board of Education Policy Series J25 "Student Behavior".

Reference: Basic and Specialized Health Care Procedures Manual for West Virginia Public Schools;
W. Va. Code 18-5-22a
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