



SECTION IV: STUDENTS

POLICY 4190

MEDICATION TAKEN AT SCHOOL

Purpose

The purpose of this policy is to identify when district personnel are authorized to administer medication to students, when students are authorized to self-medicate and how district personnel will maintain, administer, monitor and dispose of student medication.

Definitions

For purposes of this policy, these terms have the following definitions:

“Inhaler” means a device that delivers a bronchodilator to alleviate symptoms of respiratory distress that is manufactured in the form of a metered-dose inhaler or dry-powder inhaler and that may include a spacer or holding chamber that attaches to the inhaler to improve the delivery of the bronchodilator.

“Medicine” or “medications” includes prescription medications, opioid antagonists and over-the-counter medicines such as but not limited to aspirin, cough syrup, medicated ointments and any other item used to treat an illness, disease or malady. This term shall not include “Sunscreen” as defined below.

“Parent” means a parent, a court-appointed guardian or a person having legal custody of a minor student.

“Respiratory distress” means the perceived or actual presence of coughing, wheezing or shortness of breath.

“Sunscreen” means a compound topically applied to prevent sunburn.

Policy

Under Oklahoma law, a school nurse, an administrator or a designated district employee may administer prescription and nonprescription medications and assist in applying sunscreen to students. Only designated employees who have successfully completed specific training in the administration of nonprescription and prescription medications may administer medication to students with legitimate health needs.

Except as provided in this policy and in the district’s diabetes care and management policy, students may not retain possession of or self-administer any medicine. Violation of this rule will be reported to the student's parent and may result in discipline, including out-of-school suspension.

As further set out below, the district retains the discretion to reject requests for the administration of medication or application of sunscreen and to discontinue the administration of medication or application of sunscreen.

Parents are responsible for the delivery of medication to the school health office. Medication should be in its original container with the parent’s written authorization for administration of the medicine. Sunscreen for application by a school nurse or designee must be delivered to the health office in its original container with the parent’s written authorization for application of sunscreen. The parent's authorization for either medicine or sunscreen must identify the student, the medicine or sunscreen, and include or refer to the label for instructions on administration of the medicine. The school nurse, an administrator, or a designated



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employee will administer the medicine to the student or assist the student in applying sunscreen pursuant to the parent's instructions and the directions for use on the label or in the physician's prescription. The parent must complete a new authorization form annually and for each change of medication or sunscreen. The school will maintain the authorization form as a part of the student's health record. Authorization forms will be available in the health office. A parent who chooses to do so may come to the school and personally dispense medication or apply sunscreen to the student.

School health staff will keep a record of the students to whom medicine is administered or sunscreen is applied, the date of administration or application, the person who administered the medicine or applied the sunscreen and the name or type of medicine or sunscreen administered.

Medications and sunscreen will be stored in a locked drawer or cabinet that is readily accessible only to the persons who will administer the medication or sunscreen. Medications requiring refrigeration will be refrigerated in a secure area.

Any person administering medicine or applying sunscreen to a student will participate in training each year conducted by a school nurse or other health care professional. The training will include:

- Review of school rules and regulations (including this policy) regarding administration of medication by school personnel;
- Procedures for administration, documentation, handling and storage of medication and sunscreen; and
- Medication needs of specific students, desired effects, potential side effects, adverse reactions and other observations.

Only those persons who successfully complete the training are authorized to administer medication or apply sunscreen. Each school site will maintain a current list of those authorized to administer medication and apply sunscreen at that site.

Students who are able to self-administer specific medications, such as inhaled asthma medication, anaphylaxis medication, replacement pancreatic enzymes, or use specialized equipment, such as an inhaler or Epinephrine injector, may do so provided such medication and specialized equipment are transported and maintained under the students' control in compliance with the following rules:

- A licensed physician or dentist must provide a written order that the student has a particular medical condition (asthma, anaphylaxis, cystic fibrosis, etc.), is capable of and has been instructed in the proper method of self-administration of medication. It is the parent's responsibility to contact the physician and have the physician complete and return the required order.
- The parent must provide a written authorization for self-administration of medication.



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- Parents who elect self-administration understand and agree that the school, its agents and employees shall incur no liability for any adverse reaction or injury the student suffers as a result of self-administration of medication and/or use of specialized equipment.
- The written authorization will terminate at the end of the school year and must be renewed annually.
- If the parent and physician authorize self-medication, the district is not responsible for safeguarding the students' medications or specialized equipment.
- Students who self-medicate are prohibited from sharing or playing with their medication or special equipment. If a student engages in these activities the parent will be contacted and a conference will be scheduled with the parent, student, nurse and other appropriate persons.
- Students will not be allowed to self-administer:
 - Narcotics;
 - Prescription pain killers;
 - Medication used to treat ADD/ADHD or other psychological or behavior disorders; and
 - Other medication hereafter designated in writing by the district.
- Except as otherwise stated in an individual student's school health plan, students may self-administer non-diabetes and non-anaphylaxis-related injectables only in the health office in the presence of authorized school personnel. Diabetes-related injectables will be administered in accordance with the school's diabetes care and management policy.
- The parent will provide an emergency supply of a student's inhaled asthma medication or anaphylaxis medication or replacement pancreatic enzymes to be administered by school personnel, as required by state law.

Students who are able to self-apply sunscreen may do so provided such sunscreen is regulated by the Food and Drug Administration. Students may self-apply sunscreen without the written authorization of a parent, legal guardian or physician. All students are permitted to possess sunscreen that is regulated by the Food and Drug Administration.

Sunscreen

District staff will only assist the student in applying sunscreen with the parent's written authorization and according to label directions or, if applicable, written instructions from the student's physician. The sunscreen must be in the original container indicating:

- Ingredients; and



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- Directions for Application.

Nonprescription Medication

Standing Medical Orders are signed annually by the Broken Arrow Public Schools Physician Consultant. The orders authorize the school nurse or trained designee to administer oral and topical nonprescription medication, stocked in the health office, to students in relation to specific medical conditions as outlined on the Standing Medical Orders Document and per nursing Policy and Procedure. The orders are available for parents to review on the district website under the department of Health Services. In order for the school nurse or designee to administer stock nonprescription medication, parents must provide authorization. Parents who authorize the use of nonprescription stock medication understand and agree that the school, its agents and employees shall incur no liability for any adverse reaction or injury a student may suffer as a result of the use of stock nonprescription medication administered with parent permission and in accordance with the Standing Medical Orders.

In order to administer medications that are not listed in the district's Standing Medical Orders, parents must provide the medication and written authorization. District staff will only administer nonprescription medication according to label directions or written instructions from the minor student's physician. The medication must be in the original container that indicates:

- Student name (affixed to the container);
- Ingredients;
- Expiration date;
- Dosage and frequency;
- Administration route, i.e., oral, drops, etc.; and
- Other directions as appropriate.

School staff will only administer aspirin (acetylsalicylic acid) and products containing salicylic acid with written instructions from the student's physician.

Prescription Medication

Except for district-wide Epinephrine injectors and district-wide inhalers district staff will only administer prescription medication with written authorization and instructions. Prescription medication must be in the original container that indicates:

- Student name;
- Name and strength of medication and expiration date;



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- Dosage and directions for administration;
- Name of the licensed physician or dentist; nurse practitioner or physician's assistant
- Date, name, address and phone number of the pharmacy.

The parent must provide and maintain the supply of prescription medication for the student.

The parent must reclaim any remaining medication by the last official day of school closing or within seven days after the prescribing physician discontinues the medication. The school nurse or designated employee will destroy in a nonrecoverable fashion in the presence of a witness any medication not timely reclaimed. The person who destroys the medication will record the following information:

- Date of destruction;
- Time of destruction;
- Name and quantity of medication destroyed; and
- Manner of destruction of medication

Any and all controlled substances will be destroyed according to state law.

The school nurse or designated employee will advise the principal if discontinuance of medication to a student is appropriate and assist in informing the parent. Legitimate reasons for discontinuing administration of medication include, but are not limited to the following:

- A legitimate lack of space or facility to adequately store specific medication;
- Lack of cooperation by the student, parent and/or prescribing doctor;
- An unexpected and/or adverse medical reaction to the medication at school, i.e., mood change, allergic reaction, etc., considered to be harmful to the health and well-being of the student;
- Any apparent change in the medication's appearance, odor, or other characteristics that raise reasonable doubts about the quality of the medication; and
- The medication expiration date has passed.

Medication Administration During School-Sponsored Trips/Off-Campus Activities

Field Trip and Activity Permission Forms will be sent home by teachers/sponsors prior to any trip or off-campus activity. Each student must have a signed permission form in order to participate in a trip/off-campus activity. Parents must complete the medication preferences section of the form.



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As authorized by the parent on the Field Trip and Activity Permission Form:

- EpiPens and inhalers that parents have previously provided to the health office will be sent for as-needed use.
- All medications (prescription and nonprescription) will be sent in original, labeled packaging. The medications will be kept in a locked container for administration by trained personnel during the trip/activity.

Teachers/Sponsors will be trained in procedures for the safe administration of medication prior to administering medication during a school-sponsored trip or off-campus activity.

Seizure-Rescue Medication (*Seizure-Safe Schools Act*)

Every school site that has a student enrolled who (1) has a seizure disorder and (2) has a seizure rescue medication or other medication prescribed to treat seizure disorder symptoms approved by the Food and Drug Administration and any successor agency that is prescribed by the student's health care provider, the district shall have at least one employee who has met the training requirements necessary to (1) administer or assist with the self-administration of seizure medication, and (2) recognize the signs and symptoms of seizures and the appropriate steps to be taken to respond to these symptoms.

Before a seizure rescue medication can be administered to a student to treat seizure disorder symptoms, the student's parent or legal guardian shall do the following:

- A. provide the school with **written authorization** to administer the medication at school;
- B. provide a **written statement** from the student's health care provider that shall contain the following information:
 - the student's name,
 - the name and purpose of the medication,
 - the prescribed dosage,
 - the route of administration,
 - the frequency that the medication may be administered, and
 - the circumstances under which the medication may be administered;
- C. provide the **prescribed medication** to the school in its unopened, sealed package with the label affixed by the dispensing pharmacy; and
- D. collaborate with school personnel to create a "**seizure action plan**," which means a written, individualized health plan designed to acknowledge and prepare for the health care needs of a student diagnosed with a seizure disorder.

The written authorization and seizure action plan shall be kept on file in the school's health office, and it shall be distributed to any school personnel responsible for the supervision or care of the student. The written authorization and seizure action plan shall be effective only for the school year in which written



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authorization is granted and may be renewed each following school year upon fulfilling requirements A–D above.

District-Wide Use of Epinephrine Injectors

The board of education has authorized the superintendent to obtain a prescription for Epinephrine injectors in the name of the school district. This prescription will be of a quantity sufficient to provide for two (2) injectors in a secure location at each school site.

The superintendent will designate personnel to:

- be responsible for obtaining and maintaining an adequate supply of injectors for each school site;
- ensure appropriate training on the administration of the injectors for designated staff members;

Only a school nurse or school employee trained by a health care professional will be required to agree to be trained in the use of Epinephrine injectors or to administer Epinephrine injections.

District employees are still required to call 911 in the event of an emergency, including any time an Epinephrine injector is used.

Annual written notice will be provided to all parents/guardians that trained employees are authorized to administer Epinephrine injections to any student who appears to be having an anaphylactic reaction.

The District must also immediately notify a student’s parent/guardian after administration of an Epinephrine injector.

District-Wide Use of Inhalers

The board of education has authorized the superintendent to obtain a prescription for inhalers and spacers or holding chambers in the name of the school district. This prescription will be of a quantity sufficient to provide for two (2) inhalers with spacers and holding chambers in a secure location at each school site.

The superintendent will designate personnel to:

- be responsible for obtaining and maintaining an adequate supply of inhalers with spacers and holding chambers for all school sites;
- ensure appropriate training on the administration of the inhalers with spacers and holding chambers for designated staff members;

Only a school nurse or school employee trained by a health care professional will be required to agree to be trained in the use of inhalers with spacers and holding chambers.



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District employees are still required to call 911 in the event of an emergency, including any time an employee believes a student is experiencing respiratory distress.

Annual written notice will be provided to all parents/guardians that trained employees are authorized to administer inhalers to any student who is believed to be experiencing respiratory distress.

The District must also immediately notify a student's parent/guardian after administration of an inhaler.

Administration of Emergency Opioid Antagonist (e.g., Naloxon) by District Personnel

District medical personnel or any other person designated by the Superintendent may administer, regardless of whether there is a prescription or standing order in place, an emergency opioid antagonist for a suspected opioid overdose by a student or other individual exhibiting signs of an opioid overdose.

The Superintendent may authorize one or more district employees to receive training offered by the Department of Mental Health and Substance Abuse Services, a law enforcement agency or any other entity in recognizing the signs of an opioid overdose and administering an emergency opioid antagonist. The Superintendent may designate persons to receive this training who have been required to receive annual training in cardiopulmonary resuscitation and the Heimlich maneuver (70 Okla. Stat. §1210.199). Furthermore, if a person or persons designated and trained to administer an emergency opioid antagonist are absent, the Superintendent or designee may authorize any person, regardless of whether there is a prescription or standing order in place, to administer an emergency opioid antagonist to a student or other individual exhibiting signs of an overdose.

Any person administering an emergency opioid antagonist to a student or other individual at a school site or school-sponsored event, in a manner consistent with addressing opioid overdose, shall be covered by Oklahoma's Good Samaritan Act. In the event of a suspected overdose, the district and its employees or designees shall be immune from civil liability in relation to the administration of an emergency opioid antagonist.

As used in this section, "emergency opioid antagonist" means a drug including, but not limited to, naloxone that blocks the effects of opioids and that is approved by the United States Food and Drug Administration for the treatment of an opioid overdose.

Medical Marijuana/Cannabidiol Products

Refer to BAPS Board Policy 5375

Reference:

- OKLA. STAT. tit. 70, § 1-116.2, 70 § 1-116.3
- OKLA. STAT. tit. 70, § 1210.199
- OKLA. STAT. tit. 70, §1210.242
- OKLA. STAT. tit. 63, §1-2506.1
- OKLA. STAT. tit. 70, § 1210.183
- OKLA. STAT. tit. 70, §1210.196.3



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Source:

Broken Arrow Board of Education policy adoption, April 4, 1983.

Broken Arrow Board of Education policy revised, August 6, 1984.

Broken Arrow Board of Education policy revised, June 2, 1997.

Broken Arrow Board of Education policy revised, April 2, 2001.

Broken Arrow Board of Education policy revised, August 4, 2003.

Broken Arrow Board of Education policy revised, July 13, 2009.

Broken Arrow Board of Education policy revised, July 14, 2014.

Broken Arrow Board of Education policy revised, July 10, 2017.

Broken Arrow Board of Education policy revised, November 12, 2018.

Broken Arrow Board of Education policy revised, November 4, 2019.

Broken Arrow Board of Education policy revised, June 1, 2020.

Broken Arrow Board of Education policy revised, October 11, 2021.

Broken Arrow Board of Education policy revised, July 17, 2023.

Broken Arrow Board of Education policy revised, November 6, 2023.