**Policy: 3416  
Section: 3000 - Students**

**Medication at School**

Under normal circumstances prescribed and over-the-counter medication should be dispensed before and/or after school hours under supervision of the parent or guardian. If a student must receive prescribed or over-the-counter oral or topical medication, eye drops, ear drops or nasal spray (“medications”) from an authorized staff member, the parent must submit a written authorization accompanied by a written request from a licensed health professional prescribing within the scope of his or her prescriptive authority. If the medication will be administered for more than fifteen consecutive days, the health professional must also provide written, current and unexpired instructions for the administration of the medication.

The superintendent will establish procedures for:

1. Training and supervision of staff members in the administration of prescribed or non-prescribed oral medication to students by a physician or registered nurse;
2. Designating staff members who may administer prescribed or non-prescribed oral medication to students;
3. Obtaining signed and dated parental and health professional request for the dispensing of prescribed or non-prescribed oral medications, including instructions from health professional if the medication is to be given for more than fifteen (15) days;
4. Storing prescribed or non-prescribed medication in a locked or limited access facility;
5. Maintaining records pertaining to the administration of prescribed or non-prescribed oral medication; and
6. Permitting, under limited circumstances, students to carry and self-administer medications necessary to their attendance at school.

Nasal inhalers, suppositories and non-emergency injections may not be administered by school staff other than registered nurses and licensed practical nurses. No medication will be administered by injection by school staff except when a student is susceptible to a predetermined, life-endangering situation [See Policy 3420, Anaphylaxis Prevention and Response]. Such an authorization will be supported by signed and dated written orders accompanied by supporting directions from the licensed health professional. A staff member will be trained prior to injecting a medication.

**Required Notification of EMS**

After every administration of any legend (prescribed) drug or controlled substance by nasal spray to a student, Emergency Medical Services (911) will be summoned as soon as practicable.

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| Legal References: | RCW 28A.210.260 Public and private schools - Administration of medication — Conditions |
|  | RCW 28A.210.270 Public and private schools —Administration of medication — Immunity from liability — Discontinuance, procedure |
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Adoption Date: 9-28-09; Revised Date: 11-27-12; 4-26-16

Easton School District