

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 or ear drops (“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. Oral medications are administered by mouth either by swallowing or by inhaling, including through a mask that covers the mouth or mouth and nose. 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:

- A. Delegating, training and supervision of staff members in the administration of prescribed or non-prescribed medication to students by a physician or registered nurse;
- B. Designating staff members who may administer prescribed or non-prescribed medication to students;
- C. Obtaining signed and dated parental and health professional request for the dispensing of prescribed or non-prescribed medications, including instructions from health professional if the medication is to be given for more than fifteen days;
- D. Storing prescribed or non-prescribed medication in a locked or limited access facility;
- E. Maintaining records pertaining to the administration of prescribed or non-prescribed medication; and
- F. Permitting, under limited circumstances, students to carry and self-administer medications necessary to their attendance at school.

No medication will be administered by injection except when a student is susceptible to a predetermined, life-endangering situation. In such an instance, the parent will submit a written and signed permission statement. 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.

Medications other than oral or topical medications, eye drops or ear drops such as nasal inhalers, suppositories or non-emergency injections may not be administered by school staff other than registered nurses or licensed practical nurses.

If the district decides to discontinue administering a student’s medication, the superintendent or designee must provide notice to the student’s parent or guardian orally and in writing prior to the discontinuance. There must be a valid reason for the discontinuance that does not compromise the health of the student or violate legal protections for the disabled.

Cross References: Policy 3419
 Policy 3420

Self-Administration of Asthma and
Anaphylaxis Medications
Anaphylaxis Prevention and Response

Legal References: [RCW 28A.210.260](#)

Public and Private Schools —
Administration of Oral Medication
by — Conditions

[RCW 28A.210.270](#)

Public and Private Schools —
Administration of Oral Medication
by — Immunity from Liability—
Discontinuance, Procedure

Management Resources:

Policy News, August 2012

Policy News, February 2001

OSPI Bulletin

Orientation Level Training for School Employees Who Administer Oral Medications to Student, August 2001

Oral Medication Definition Expanded

http://www.k12.wa.us/SpecialEd/pubdocs/oral_medications_training_manual.pdf