

Dear Parent/Guardian,

According to state law, \_\_\_\_\_ School may permit school personnel to dispense medication at school only when the following requirements are met:

1. A medication request form must be completed for each student receiving any kind of prescription or non-prescription medication at school. It must be signed by the child's parent/guardian and by a physician, dentist, or a licensed health professional prescribing within the scope of his/her prescriptive authority, must be current and unexpired, and must be valid for a period not to exceed one school year.
2. Any medication required for fifteen or more consecutive school days must be accompanied by current written instructions from a physician or dentist for dispensing the medication.
3. All medication must be supplied and delivered to the school by the parent/guardian.
4. All medication must be in a properly labeled container.
  - A. Prescription medication must be in a container labeled by a physician, dentist, a licensed health professional prescribing within the scope of his/her prescriptive authority, or pharmacist, and brought to school by the child's parent or guardian. The label shall include student's name, physician's or dentist's name, name of medication, dosage and time of day to be taken.
  - B. Non-prescription medication must be brought to school in its original container.
5. Each school will provide the means for safekeeping and secure storage for all medication. If special conditions are required to maintain the quality of the medication, the school will adhere to the instructions of the physician/dentist/pharmacist.
6. Medication will be dispensed in the school office.
7. No medication requiring injection shall be administered by school personnel except in extreme circumstances, determined by the physician and the parent/guardian.
8. Medications will be dispensed only by authorized school personnel. A medication record shall be maintained for any student receiving medication at school.
9. Medications shall be returned directly to the parent/guardian when no longer required or at the end of the school year. Any unclaimed medication must be destroyed.
10. In the event that the building administrator considers it necessary to discontinue dispensing medication, the student's parent/guardian will be notified in advance.
11. Adult-age students who have medication dispensed from the school office may sign the medication request form.

# DIOCESE OF SPOKANE

## MEDICATION REQUEST FORM

**Please Note:** This form must be completed and signed by the physician, dentist, or a licensed health professional prescribing within the scope of his/her prescriptive authority and the parent.

This form is for both prescription and non-prescription medication.

### PARENT REQUEST

STUDENT NAME: \_\_\_\_\_

SCHOOL: \_\_\_\_\_

I certify that I am the parent, legal guardian, or other person in legal control of the above identified student and request and authorize the school to dispense medication to the above identified student in accordance with the prescription or doctor's instructions for the period commencing with the \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_ through the \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_. I understand and agree that because of schedule and other responsibilities, a dosage or dosages may be delayed or missed.

\_\_\_\_\_  
Date of Signature      SIGNATURE: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_  
Home / Work

### PHYSICIAN/DENTIST/ LICENSED HEALTH PROFESSIONAL PRESCRIBING WITHIN THE SCOPE OF HIS/HER PRESCRIPTIVE AUTHORITY REQUEST

MEDICATION (Name, Dosage): \_\_\_\_\_

ADMINISTRATION SCHEDULE: \_\_\_\_\_

REASON FOR MEDICATION: \_\_\_\_\_

FURTHER INSTRUCTIONS (possible reactions, etc): This section must be completed if medication is to be dispensed for more than 15 days. \_\_\_\_\_

\_\_\_\_\_  
I request and authorize that the above named student be administered the above identified oral medication in accordance with the instructions indicated above for the period commencing with the \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_ through the \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_ as there exists a valid health reason which makes administration of the medication advisable during school hours or during such time that the student is under the supervision of school officials.

\_\_\_\_\_  
Date of Signature      Physician's, dentist's, or a licensed health professional prescribing within the scope of his/her prescriptive authority Signature

NAME: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_



# **DIOCESE OF SPOKANE**

## **TRAINING INFORMATION**

### **ADMINISTRATION OF MEDICATION**

The Washington State Legislature, in providing that designated school personnel administer medication to students while they are attending school, has set up clear guidelines which are reflected in the Diocesan Board policies and procedures (Policy & Regulation #5141.6)

The procedures have been enhanced by a list of specific steps to follow when actually administering medication. These steps have been adopted from the current standard practice of distributing medication in the schools. They have been listed so that expectations are clear and so that newly designated individuals can be taught the standard Diocesan practice. These steps are designed to enhance and detail the procedures.

It is important that any medication error be reported to the school administrator and the student's parent/guardian. The school administrator is advised to maintain documentation of any medication error and the ensuing reporting procedure.

According to the law, when school procedures and protocols are followed, designated school staff are released from liability for damages which might result from administration of medication.

DIOCESE OF SPOKANE

**ADMINISTERING MEDICATION**

STEPS TO FOLLOW

1. Ask the student's name and remove the student's medication from the locked storage area.
2. Examine the medication bottle and medication to determine whether it is in the original container and is properly labeled.
3. Insure that the student receiving the medication is the same one whose name is on the label.
4. Check the medication record to insure that medication has not already been given to the student for the day and time. If not, record the time, date, and other information required on the medication record. Sign the record.
5. Pour the appropriate dosage of medication out of the bottle. If pills, pour the pill(s) into the cap of the medication bottle, and then into the hand of the student.
6. Watch the student take the medication. Provide assistance to the student as needed.
7. Return the medication container to the locked storage area.

**DO NOT** pre-pour any medication.

**DO NOT** give medication that someone else has poured.

**DIOCESE OF SPOKANE**  
**REVIEW OF PROCEDURES FOR**  
**ADMINISTRATION OF MEDICATION**

**I. Procedure**

**A. ALL MEDICATION MUST BE:**

1. Provided in a properly labeled container (pharmacist's or manufacture's label).
2. Authorized in writing by both parent and physician.
3. Kept in a locked area.

**B. THOSE SCHOOL STAFF DESIGNATED TO ADMINISTER MEDICATION MUST:**

1. Be certain the above (A. 1, 2, 3) requirements are met prior to administering medication.
2. Follow steps for administering medication.
3. Maintain and sign a record of all medication given.

**C. ANY MEDICATION ERROR:**

1. Should be reported to the building administrator and the student's parent/guardian.
2. Should be documented. Documentation would include the reporting described above (C.1) and would be maintained in the school office.

RCW 28A.31.150 Public and private schools --- Administration of oral medication by --- Conditions. Public school districts and private schools which conduct any of grades kindergarten through the twelfth grade may provide for the administration of oral medication of any nature to students who are in the custody of the school district or school at the time of administration, but are not required to do so by this section, subject to the following conditions:

1. The board of directors of the public school district or the governing board of the private school or, if none, the chief administrator of the private school shall adopt policies which address the designation of employees who may administer oral medications to students, the acquisition of parent requests and instructions, and the acquisition of dentist and physician requests and instructions regarding students who require medication for more than fifteen consecutive school days. The identification of the medication to be administered, the means of safekeeping medications with special attention given to the safeguarding of legend drugs as defined in chapter 69.41RCW, and the means of maintaining a record of the administration of such medication:
2. The board of directors shall seek advice from one or more licensed physicians or nurses in the course of developing the foregoing policies:
3. The public school district or private school is in receipt of a written, current, and unexpired request from a parent, or a legal guardian, or other person having legal control over the student to administer the medication to the student:
4. The public school district or the private school is in receipt of (a) a written, current, and unexpired request from a licensed physician or dentist for administration of the medication, as there exists a valid health reason which makes administration of such medication advisable during the hours when school is in session or the hours in which the student is under the supervision of school officials, and (b) written, current, and unexpired instruction from such physician or dentist regarding the administration of prescribed medication to students who require medication for more than fifteen consecutive work days:
5. The medication is administered by an employee designated by or pursuant to the policies adopted pursuant to subsection (1) of this section and in substantial compliance with the prescription of a physician or dentist or the written instructions provided pursuant to subsection (4) of this section:
6. The medication is first examined by the employee administering the same to determine in his or her judgement that it appears to be in the original container and to be properly labeled; and
7. The board of directors shall designate a professional person licensed pursuant to chapter 18.71 or 18.88RCW to train and supervise the designated school district personnel in proper

medication procedures. [1982 c 195 \* 1.]

Severability---1982 c 195: "If any provision of this amendatory act or its application to any person or circumstance is held invalid, the remainder of the act or the application of the provision to other persons or circumstances is not affected." [1982 c 195 \* 4].

RCW28A.31.155 Public and private schools --- Administration of oral medication by --- Immunity from liability --- Discontinuance procedure. (1) In the event a school employee administers oral medication to a student pursuant to RCW 28A.31.150 in substantial compliance with the prescription of the student's physician or dentist or the written instructions provided pursuant to RCW 28A.31.150(4), and the other conditions set forth in RCW 28A.31.150 have been substantially complied with, then the employee, the employee's school district or school of employment, and the members of the governing board and chief administrator thereof shall not be liable in any criminal action or for civil damages in their individual or marital or governmental or corporate or other capacities as a result of the administration of the medication. (2) The administration of oral medication to any student pursuant to RCW 28A.31.150 may be discontinued by a public school district or private school and the school district or school, its employees, its chief administrator, and members of its governing board shall not be liable in any criminal action or for civil damages in their governmental or corporate or individual or marital or other capacities as a result of the discontinuance of such administration: *Provided*, that the chief administrator of the public school district or private school, or his or her designee, has first provided actual notice orally or in writing in advance of the date of discontinuance to a parent or legal guardian of the student or other person having legal control over the student. [1982 c 195 \* 2.]

Severability --- 1982 c 195: See note following RCW 28A.31.150