



Perry Township Schools

6548 Orinoco Avenue • Indianapolis, IN • 46227-4820

School Board Policy 5330 - USE OF MEDICATIONS

The School Board shall not be responsible for the diagnosis and treatment of student illness. The administration of prescribed medication and/or medically-prescribed treatments to a student during school hours will be permitted only when failure to do so would jeopardize the health of the student, the student would not be able to attend school if the medication or treatment were not made available during school hours, or the child is disabled and requires medication to benefit from his/her educational program.

For purposes of this policy, "medication" shall include all medicines including those prescribed by a physician and any non-prescribed (over-the-counter) drugs, preparations, and/or remedies. "Treatment" refers both to the manner in which a medication is administered and to health-care procedures which require special training, such as catheterization.

The purpose of administering medication in school is to help each student maintain an optimal state of health to enhance his/her educational plans. Medications should be given at home whenever possible.

In accordance with Indiana Law, the procedure outlined below will be followed by all MSD Perry Township Employees.

- A. Medication must be provided by the student's parent or guardian and must be in the original container as supplied by the pharmacist or, in the case of OCT (over the counter) medications, brought in with the manufacturer's original label with the ingredients listed and the student's name affixed to the original package.
- B. Written parent permission and instruction regarding dosage, time and frequency of administration. Parent permission shall be renewed at the beginning of each school year.
- C. The pharmacy label will serve as the written order of a practitioner.
- D. All medications must be kept in locked areas or tamper proof containers. Medications should be kept in a place appropriate for storage, such as a secure cabinet or refrigerator.
- E. Administration of medication will be by a registered nurse or under the authority of the building principal.
- F. A school may not require any teacher or other school employee who is not employed as a school nurse or physician to administer any medication, drugs, tests or other medical procedures. Nor may a school discipline such a teacher or school employee for refusing to administer medication without the written authority of the student's parent or the written order of a practitioner.



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- G. All persons administering medication shall document that a student received the medication. Documentation shall include the child's name, date, time, dosage, route and signature of a person administering or supervising the child in self-administration. This documentation will be filed in the principal's office or stored in the school system's electronic student management system.
- H. The parent or guardian is responsible at the end of the treatment regime for removing from the school any unused medication which was prescribed for his/her child. If the parent does not pick up the medication by the end of the school year, the school nurse will dispose of and document that medication was discarded. Medications should be discarded in the presence of a witness.
- I. Students may not have medications in their possession while on school premises without written permission of a parent or guardian, written authorization of the student's physician, and, in the case of a prescription drug, a written prescription of a licensed medical practitioner authorized to prescribe the particular drug.
- J. If a school employee is not a practitioner or licensed as a nurse and is responsible for administering injectable medications, the employee must obtain training from a practitioner (physician or registered nurse) that the practitioner determines is appropriate to provide the service. Such training shall be documented in writing by the practitioner or registered nurse and kept on file in the school building office. The principal shall authorize the appointment of this individual.
- K. Medication that is possessed by a school for administration during school hours or at school functions, for students in grades K-8 may be released only to the student's parent or to an individual who is eighteen (18) years of age or older and who has been designated, in writing, by the student's parent to receive the medication.

A school may send home medication that is possessed by the school for administration during school hours or at school functions with a student in grades 9-12, if the student's parent provides written permission for the student to receive the medication.

The Superintendent shall prepare administrative guidelines to ensure the proper implementation of this policy.

I.C. 20-33-8-12
I.C. 20-34-3-18
I.C. 34-30-12
511 I.A.C. 7-21-8