

1 **Manhattan School District**

2
3 **STUDENTS**

3416

4
5 Administering Medication to Students

6
7 “Medication” means prescribed drugs and medical devices that are controlled by the U.S. Food
8 and Drug Administration and are ordered by a healthcare provider. It includes over-the-counter
9 medications prescribed through a standing order by the school physician or prescribed by the
10 student’s healthcare provider.

11
12 Except in an emergency situation, only a qualified healthcare professional may administer a drug
13 or a prescription drug to a student under this policy. Diagnosis and treatment of illness and the
14 prescribing of drugs are never the responsibility of a school employee and should not be
15 practiced by any school personnel.

16
17 Administering Medication

18
19 The Board shall permit administration of medication to students in schools in its jurisdiction. A
20 school nurse or other employee who has successfully completed specific training in
21 administration of medication, pursuant to written authorization of a physician or dentist and that
22 of a parent, an individual who has executed a caretaker relative educational authorization
23 affidavit, or guardian, may administer medication to any student in the school or may delegate
24 this task pursuant to Montana law.

25
26 Emergency Administration of Medication

27
28 In the event of an emergency, a school nurse or trained staff member, exempt from the nursing
29 license requirement under § 37-8-103(1)(c), MCA, may administer emergency medication to any
30 student in need thereof on school grounds, in a school building, at a school function, or on a
31 school bus according to a standing order of an authorized physician or a student’s private
32 physician. In the event that emergency medication is administered to a student, the school nurse
33 or staff member shall call emergency responders and notify the student’s parents/guardians. A
34 building administrator or school nurse shall enter any medication to be administered in an
35 emergency on an individual student medication record and retain the documentation.

36
37 Assisting Students with Self-Administration of Medication

38
39 A building principal or other school administrator may authorize, in writing, any school
40 employee:

41
42 To assist in self-administration of any drug that may lawfully be sold over the counter
43 without a prescription to a student in compliance with the written instructions and with
44 the written consent of a student’s parent or guardian; and

45
46 To assist in self-administration of a prescription drug to a student in compliance with

1
2
3
4 written instructions or standing order of an authorized physician or a student's private
5 physician and with the written consent of a student's parent or guardian.
6

7 A school employee authorized, in writing, assist students with self-administration of
8 medications, may only rely on the following techniques:
9

- 10 • Making oral suggestions, prompting, reminding, gesturing, or providing a written guide
11 for self-administering medications;
- 12 • Handing to a student a prefilled, labeled medication holder or a labeled unit dose
13 container, syringe, or original marked and labeled container from a pharmacy;
- 14 • Opening the lid of a container for a student;
- 15 • Guiding the hand of a student to self-administer a medication;
- 16 • Holding and assisting a student in drinking fluid to assist in the swallowing of oral
17 medications; and
- 18 • Assisting with removal of a medication from a container for a student with a physical
19 disability that prevents independence in the act.
- 20 • Other guidance or restrictions previously provided in writing to the school by a student's
21 parent, an individual who has executed a caretaker relative educational authorization
22 affidavit, or guardian is on file.
23

24 Self-Administration or Possession of Asthma, Severe Allergy, or Anaphylaxis Medication 25

26 Students with allergies or asthma may be authorized by the building principal or Superintendent,
27 in consultation with medical personnel, to possess and self-administer emergency medication
28 during the school day, during field trips, school-sponsored events, or while on a school bus. The
29 student shall be authorized to possess and self-administer medication if the following conditions
30 have been met:
31

- 32 • A written and signed authorization from the parents, an individual who has executed a
33 caretaker relative educational authorization affidavit, or guardians for self-administration
34 of medication, acknowledging that the District or its employees are not liable for injury
35 that results from the student self-administering the medication.
- 36 • The student shall have the prior written approval of his/her primary healthcare provider.
37 The written notice from the student's primary care provider shall specify the name and
38 purpose of the medication, the prescribed dosage, frequency with which it may be
39 administered, and the circumstances that may warrant its use.
- 40 • Documentation that the student has demonstrated to the healthcare practitioner and the
41 school nurse, if available, the skill level necessary to use and administer the medication.
- 42 • Documentation of a doctor-formulated written treatment plan for managing asthma,
43 severe allergies, or anaphylaxis episodes of the student and for medication use by the
44 student during school hours.
45

46 Authorization granted to a student to possess and self-administer medication shall be valid for

1
2
3
4 the current school year only and shall be renewed annually. A student's authorization to possess
5 and self-administer medication may be limited or revoked by the building principal or other
6 administrative personnel.

7
8 If provided by the parent, an individual who has executed a caretaker relative educational
9 authorization affidavit, or guardian, and in accordance with documentation provided by the
10 student's doctor, backup medication shall be kept at a student's school in a predetermined
11 location or locations to which the student has access in the event of an asthma, severe allergy, or
12 anaphylaxis emergency.

13
14 Immediately after using epinephrine during school hours, a student shall report to the school
15 nurse or other adult at the school who shall provide follow up care, including making a call to
16 emergency responders.

17 18 Self-Administration of Other Medication

19
20 The District shall permit students who are able to self-administer specific medication to do so
21 provided that all of the following have occurred:

- 22
- 23 • A physician, dentist, or other licensed health care provider provides a written order for
24 self-administration of said medication;
 - 25 • Written authorization for self-administration of medication from a student's parent, an
26 individual who has executed a caretaker relative educational authorization affidavit, or
27 guardian is on file; and
 - 28 • A principal and appropriate teachers are informed that a student is self-administering
29 prescribed medication.

30 31 Administration of Glucagons

32
33 School employees may voluntarily agree to administer glucagons to a student pursuant to § 20-5-
34 412, MCA, only under the following conditions: (1) the employee may administer glucagon to a
35 diabetic student only in an emergency situation; (2) the employee has filed the necessary
36 designation and acceptance documentation with the District, as required by § 20-5-412(2), MCA,
37 and (3) the employee has filed the necessary written documentation of training with the District,
38 as required by § 20-5-412(4), MCA. Designation of staff is to be made by a parent, and individual
39 who has executed a caretaker relative authorization affidavit, or guardian of a diabetic student, and
40 school employees are under no obligation to agree to designation. Glucagon is to be provided by the
41 parent or guardian. All documentation shall be kept on file.

42 43 Handling and Storage of Medications

44
45 The Board requires that all medications, including those approved for keeping by students for
46 self-medication, be first delivered by a parent, an individual who has executed a caretaker

1
2
3
4 relative educational authorization affidavit, or other responsible adult to a nurse or employee
5 assisting with self-administration of medication. A nurse or assistant:
6

- 7 • Shall examine any new medication to ensure it is properly labeled with dates, name of
8 student, medication name, dosage, and physician's name;
- 9 • Shall develop a medication administration plan, if administration is necessary for a
10 student, before any medication is given by school personnel;
- 11 • Shall record on the student's individual medication record the date a medication is
12 delivered and the amount of medication received;
- 13 • Shall store medication requiring refrigeration at 36° to 46° F;
- 14 • Shall store prescribed medicinal preparations in a securely locked storage compartment;
15 and
- 16 • Shall store controlled substances in a separate compartment, secured and locked at all
17 times.
- 18 • All non-emergency medication shall be kept in a locked, nonportable container, stored in
19 its original container with the original prescription label. Epinephrine, naloxone, and
20 student emergency medication may be kept in portable containers and transported by the
21 school nurse or other authorized school personnel.
- 22 • Food is not allowed to be stored in refrigeration unit with medications.
- 23 • Shall notify the building administrator, school district nurse, and parent or guardian of
24 any medication error and document it on the medication administration record.
25

26 The District shall permit only a forty-five-(45)-school-day supply of a medication for a student to
27 be stored at a school; and all medications, prescription and nonprescription, shall be stored in
28 their original containers.
29

30 The District shall limit access to all stored medication to those persons authorized to administer
31 medications or to assist in the self-administration of medications. The District requires every
32 school to maintain a current list of those persons authorized by delegation from a licensed nurse
33 to administer medications.
34

35 The District may maintain a stock supply of auto-injectable epinephrine to be administered by a
36 school nurse or other authorized personnel to any student or nonstudent as needed for actual or
37 perceived anaphylaxis. If the district intends to obtain an order for emergency use of epinephrine
38 in a school setting or at related activities, the district shall adhere to the requirements stated in
39 law.
40

41 The District may maintain a stock supply of an opioid antagonist to be administered by a school
42 nurse or other authorized personnel to any student or nonstudent as needed for an actual or
43 perceived opioid overdose. A school that intends to obtain an order for emergency use of an
44 opioid antagonist in a school setting or at related activities shall adhere to the requirements in
45 law.
46

1
2
3
4 Disposal of Medication, Medical Equipment, Personal Protective Equipment

5
6 The District requires school personnel either to return to a parent, an individual who has
7 executed a caretaker relative educational authorization affidavit, or guardian or, with permission
8 of the parent, an individual who has executed a caretaker relative educational authorization
9 affidavit, or guardian, to destroy any unused, discontinued, or obsolete medication. A school
10 nurse, in the presence of a witness, shall destroy any medicine not repossessed by a parent or
11 guardian within a seven-(7)-day period of notification by school authorities.
12

13 Medical sharps shall be disposed of in an approved sharps container. Building administrators
14 should contact the school nurse or designated employee when such a container is needed. Sharps
15 containers are to be kept in a secure location in the school building. Disposal of sharps container,
16 medical equipment, and personal protective equipment is the responsibility of the school nurse or
17 designated employee in accordance with the Montana Infectious Waste Management Act and the
18 manufacture guidelines specific to the container or equipment.
19

20	Legal Reference:	§ 20-5-412, MCA	Definition – parent-designated adult
21			administration of glucagons – training
22		§ 20-5-420, MCA	Self-administration or possession of asthma,
23			severe allergy, or anaphylaxis medication
24		§ 20-5-421, MCA	Emergency use of epinephrine in school
25			setting
26		§ 37-8-103(1)(c), MCA	Exemptions – limitations on authority
27		ARM 24.159.1601, et seq	Delegation of Nurse Duties
28		§ 20-5-426, MCA	Emergency use of an opioid antagonist in
29			school setting – limit on liability
30		§ 75-10-1001, et seq	Infectious Waste Management Act
31		37.111.812, ARM	Safety Requirements
32		10.55.701(s), ARM	Board of Trustees
33			
34			

35 Policy History:

36 Adopted on:

37 Reviewed on:

38 Revised on: 08/13/2013, 11/14/17, 7/12/2021