

1 The [Transylvania County Board of Education](#) (the “board”) recognizes that students may need to
2 take medication during school hours, ~~enabling students to attend school, to maintain or improve~~
3 ~~their health, and/or to improve their potential for learning.~~ School personnel may administer
4 ~~drugs or~~ medication prescribed by a ~~doctor~~ ~~physician or other healthcare practitioner~~ upon the
5 written request of the parents. To minimize disruptions to the school day, medicines should be
6 taken at home rather than at school whenever feasible. School personnel should not agree to
7 administer any medication that could be taken at home.

8
9 **A. STANDARDS FOR ADMINISTERING MEDICINES**

- 10
11 1. School employees are authorized to administer ~~drugs or~~ medication when all of
12 the following conditions have been met.
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14 a. The student’s parent or legal custodian has made a written request that
15 school personnel administer the ~~drug or~~ medication to the student and has
16 given explicit written instructions describing the manner in which the ~~drug~~
17 ~~or~~ medication is to be administered.
18
19 b. A physician ~~or other healthcare practitioner~~ has prescribed the ~~drug or~~
20 medication for use by the student (~~for over-the-counter medications as~~
21 ~~well as medications available only by a physician’s prescription) or has~~
22 ~~authorized the use of over-the-counter medication(s).~~ Prescription
23 medications must be properly labeled with the name of the student and
24 must be in the original prescription bottle or other packaging. Non-
25 prescription, over-the-counter medication also must be in the original
26 container or other packaging.
27
28 c. A physician ~~or other healthcare practitioner~~ has certified that
29 administration of the ~~drug or~~ medication to the student during the school
30 day is necessary and has signed the medication authorization form. A
31 physician’s or other healthcare practitioner’s signature is required (~~for~~
32 ~~over-the-counter medications as well as medications available only by a~~
33 ~~physician’s prescription).~~
34
35 d. ~~The~~ A trained school employee administers the ~~drug or~~ medication
36 pursuant to the written instructions provided by the student’s parent or
37 legal custodian and the student’s physician or other healthcare practitioner.
38
39 e. All administration of medication shall be documented by a trained school
40 employee on the medication administration record. The signature of the
41 school employee administering the medication must appear on the record.
42
43 2. The superintendent shall develop procedures for the implementation of this
44 policy. These rules and a copy of this policy must be made available to all

- 45 students and parents each school year. The superintendent's procedures should be
46 developed according to the guidelines listed below.
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- 48 a. The health and welfare of the student must be of paramount concern in all
49 decisions regarding the administration of medicine.
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- 51 b. Students with special needs are to be afforded all rights provided by
52 federal and state law as enumerated in the *Policies Governing Services for*
53 *Children with Disabilities*. Students with disabilities also are to be
54 afforded all rights provided by anti-discrimination laws, including Section
55 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities
56 Act.
57
- 58 c. No student may possess, use, or transmit any drug or counterfeit drug
59 prohibited by policy 4325, Drugs and Alcohol.
60
- 61 d. The board generally encourages school personnel to administer medicine
62 from a centralized location. However, in all instances, whether from a
63 centralized location or multiple locations, any medicines kept at school for
64 a student must be kept in a locked and secure place.
65
- 66 e. All school personnel who will be administering medicines must receive
67 appropriate training, including medication safety and administration
68 procedures, from the school nurse.
69
- 70 f. Only ~~drugs~~ medications clearly prescribed or intended for the student may
71 be administered by school personnel. At the time a parent brings a ~~drug~~
72 medication to school for administration, if school personnel have concerns
73 regarding the appropriateness of a ~~drug~~ medication or dosage for a student,
74 a confirmation should be obtained from the student's doctor or another
75 doctor prior to administering the medicine ~~or allowing a student to self-~~
76 ~~administer a medicine~~. Self-administration of a medication by a student is
77 allowed only as specified in Section D, below.
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- 79 g. Although efforts should be made not to disrupt instructional time, a parent
80 has the right to administer medicines to his or her child at any time while
81 the child is on school property.
82
- 83 h. Written information maintained by school personnel regarding a student's
84 medicinal and health needs is confidential. Parents and students must be
85 accorded all rights provided by the Family Educational Rights and Privacy
86 Act and state confidentiality laws. Any employee who violates the
87 confidentiality of the records may be subject to disciplinary action.
88

B. OVER-THE-COUNTER MEDICATION

Consistent with the above requirements, over-the-counter medications will only be given during school hours by school personnel if they are ~~labeled by a pharmacist, complete with packaging instructions (like a prescription drug)~~ **in the original container or other packaging and accompanied by a completed medication authorization form**. Parents who want school personnel to administer over-the counter medication must provide the medication to school personnel pursuant to the requirements of this policy.

C. EMERGENCY MEDICATION

Students who are at risk for medical emergencies, such as those with asthma, ~~or~~ severe allergies, **or diabetes**, must have an emergency health care plan developed for them to address emergency administration of medicine. **Only a student who is at risk for a medical emergency will be permitted to self-carry emergency medication while in transit to and from school or school-sponsored events.**

D. STUDENT SELF-ADMINISTERING ASTHMA AND DIABETES MEDICATIONS

The board recognizes that students with asthma and/or subject to anaphylactic reactions may need to possess and self-administer asthma medication on school property. **The board also recognizes that students with diabetes may need to possess and self-administer certain medication on school property.** As used in this policy, “asthma medication” means a medicine prescribed for the treatment of asthma or anaphylactic reactions and includes a prescribed asthma inhaler or epinephrine auto-injector, **and “diabetes medication” means a medicine prescribed for the treatment of diabetes and includes insulin, glucose, or Glucagon.** The superintendent **or designee** shall develop procedures for the possession and self-administration of asthma **and diabetes** medication by students on school property, during the school day, at school-sponsored activities, and/or while in transit to or from school or school-sponsored events.

1. Before a student will be allowed to self-administer medicine pursuant to this section, the student’s parent or guardian must provide to the principal or designee all of the documents listed below:-
 - a. written authorization from the student’s parent or guardian for the student to possess and self-administer asthma **or diabetes** medication;
 - b. a written statement from the student’s health care practitioner verifying:
 - 1) that the student has ~~asthma and/or an allergy that could result in anaphylactic reaction~~ **a medical condition, such as asthma or diabetes, which may require emergency medication;**

- 133 2) that he or she prescribed medication for use on school property
134 during the school day, at school-sponsored activities, or while in
135 transit to or from school or school-sponsored events; and
136
137 3) that the student understands, has been instructed in self-
138 administration of the asthma **or diabetes** medication, and has
139 demonstrated the skill level necessary to use the medication and
140 any accompanying device;
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142 c. a written treatment plan and written emergency protocol formulated by the
143 prescribing health care practitioner for managing the student's asthma,
144 **diabetes**, or anaphylaxis episodes and for medication use by the student;
145
146 d. a statement provided by the school system and signed by the student's
147 parent or guardian acknowledging that the board of education and its
148 agents are not liable for injury arising from the student's possession and
149 self-administration of asthma **or diabetes** medication; and
150
151 e. any other documents or items necessary to comply with state and federal
152 laws.
153
154 2. Prior to being permitted to self-administer medicine at school, the student also
155 must demonstrate to the school nurse, or the nurse's designee, the skill level
156 necessary to use the asthma **or diabetes** medication and any accompanying device.
157
158 3. Finally, the student's parent or guardian must provide to the school backup
159 asthma **or diabetes** medication that school personnel are to keep in a location to
160 which the student has immediate access in the event of an emergency.
161

162 All information provided to the school by the student's parent or guardian must be kept
163 on file at the school in an easily accessible location. Any permission granted by the
164 principal for a student to possess and self-administer asthma **or diabetes** medication will
165 be effective only for the same school for 365 calendar days. Such permission must be
166 reviewed annually.
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168 A student who uses his or her prescribed asthma **or diabetes** medication in a manner other
169 than as prescribed may be subject to disciplinary action pursuant to the school
170 disciplinary policy. No one may impose disciplinary action on the student that limits or
171 restricts the student's immediate access to the asthma **or diabetes** medication.
172

173 The board does not assume any responsibility for the administration of ~~drugs or~~
174 medication to a student by the student, the student's parent or legal custodian, or any
175 other person who is not authorized by this policy to administer medications to students.
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177 Legal References: Americans with Disabilities Act, 42 U.S.C. 12134, 28 C.F.R. pt. 35; Family
178 Educational Rights and Privacy Act, 20 U.S.C. 1232g; Individuals with Disabilities Education
179 Act, 20 U.S.C. 1400 *et seq.*, 34 C.F.R. pt. 300; Rehabilitation Act of 1973, 29 U.S.C. -705(20), -
180 794, 34 C.F.R. pt. 104; G.S. 115C-36, -307(c), - 375.2; *Policies Governing Services for Children*
181 *with Disabilities*, State Board of Education Policy GCS-D-000

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183 Cross References: Parental Involvement (policy 1310/4002), Drugs and Alcohol (policy 4325)

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185 Adopted:
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