

**ADMINISTERING MEDICATION DURING SCHOOL HOURS**

When school personnel are requested to administer medication to pupils during school hours, the following procedures shall be followed:

- A District designated staff member will have a conference with the parents/guardian and the physician (by phone) to see if the medication can be given outside of school hours. If not, a letter to the parents/guardian shall be sent with a statement of "Parent/Guardian Release for the Administration of Medicine" to be signed by the parents/guardian. A "Physician's Request for the Administration of Medicine by School Personnel" will be sent to and completed by the attending physician.
- The completed "Parent/Guardian Request" and the "Physician Request" forms will be returned to the school and filed in the student's cumulative record prior to any administration of medication.
- The parent/guardian shall bring the medication to school labeled with the pupil's name, the name of the prescribing physician, identification number or name of the medication, the druggist who dispensed the medication or manufacturer, and the dosage to be given at specific times or in specific situations.
- The medication shall be kept in an office designated by the principal in a locked drawer or cabinet.
- The principal, in consultation with the District nurse, shall determine who shall give the medication. In the event that the designated person is not available, the principal shall determine who is to give the medication. The pupil's physician shall instruct non-medical personnel in any special techniques or authorize the District nurse to give such instructions; i.e., hypodermic injection for allergic reactions.

Increasing numbers of students and adults are experiencing severe allergic reactions that require immediate response in order to sustain life. Some individuals may require emergency use of an EpiPen or other anaphylactic treatment to sustain life while at school. In order to address such emergencies, appropriate District personnel shall ensure that the proper procedures, protocols, and trainings are established and maintained and include the following:

- District personnel shall coordinate anaphylaxis treatment training (EpiPen training) for designated District personnel.
- District training will include physician-authorized procedures and protocols and will be conducted in accordance with California law and updated as needed.
- Records of trainings, dates, materials utilized, and those in attendance will be kept.