

Montesano School District No. 66

Medication at School

Under normal circumstances prescribed oral medication and oral over-the-counter medication should be dispensed before and/or after school hours under supervision of the parent or guardian. Oral medications are administered by mouth either by swallowing or by inhaling including through a mask that covers the mouth or mouth and nose.

If a student must receive prescribed or non-prescribed oral medication from an authorized staff member, which may include a school employee designated by the school's registered nurse, the parent must submit a written authorization accompanied by a written request from a licensed health professional prescribing within the scope of his or her prescriptive authority. If the medication will be administered for more than fifteen consecutive days, the health professional must also provide written, current and unexpired instructions for the administration of the medication.

The superintendent will establish procedures for:

- A. Training and supervision of staff members in the administration of prescribed or non-prescribed oral medication to students by a physician or registered nurse;
- B. Designating staff members who may administer prescribed or non-prescribed oral medications, topical medications, eye drops and ear drops to students;
- C. Obtaining signed and dated parental and health professional request for the dispensing of prescribed or non-prescribed oral medications, including instructions from health professional if the medication is to be given for more than fifteen days;
- D. Storing prescribed or non-prescribed medication in a locked or limited access facility;
- E. Maintaining records pertaining to the administration of prescribed or non-prescribed oral medication; and
- F. Permitting, under limited circumstances, students to carry and self-administer medications necessary to their attendance at school.

No medication will be administered by injection except when a student is susceptible to a predetermined, life-endangering situation. In such an instance, the parent will submit a written and signed permission statement. Such an authorization will be supported by signed and dated written orders accompanied by supporting directions from the licensed health professional. A staff member will be trained prior to injecting a medication.

Medications administered by routes other than oral (ointments, topical medication, eye drops, ear drops, nasal inhalers, suppositories or non-emergency injections) may be administered by school staff when delegated by the school's registered nurses or licensed practical nurses.

If the district decides to discontinue administering a student's medication, the superintendent or designee must provide notice to the student's parent or guardian orally and in writing prior to the discontinuance. There must be a valid reason for the discontinuance that does not compromise the health of the student or violate legal protections for the disabled.

Legal References: [RCW 28A.210.260](#)

Public and Private Schools —
Administration of Oral Medication
by — Conditions

[RCW 28A.210.270](#)

Public and Private Schools —
Administration of Oral Medication
by — Immunity from Liability—
Discontinuance, Procedure
(7) *Nursing Delegation*

[WAC 246-840-010](#)

Attorney General Memorandum (2/9/89) — Administration of Medication

Management Resources:

Policy News, February 2001

Oral Medication Definition Expanded