

**Students**

**Administrative Procedure - Dispensing Medication**

Actor	Action
<p>Parents/Guardians</p>	<p>Ask the child’s physician, dentist, or other health care provider who has authority to prescribe medications if a medication, either prescription or non-prescription, must be administered during the school day. <i>Medication</i> includes an epinephrine injector, e.g., <i>EpiPen</i>®, asthma medication (105 ILCS 5/22-30(a), amended by P.A.s 100-201, 100-513, and 100-726, eff. 1-1-19), and medical cannabis (105 ILCS 5/22-33(g), added by P.A. 100-660).</p> <p><b>or a student using medical cannabis:</b> The parent/guardian is responsible for providing the school with copies of the valid registry identification cards issued to their child and the child’s designated caregiver as required by the Ill. Dept. of Public Health. The student’s parent/guardian must also ask the student’s health care provider to complete a <i>School Medication Authorization Form – Medical Cannabis</i>. The designated caregiver shall be allowed to administer a medical cannabis infused product (product) to the student on the premises of the child’s school or on the child’s school bus. The product must be immediately removed from school premises or the school bus after administration. State law does not require school personnel to administer medical cannabis to students. 105 ILCS 5/22-33(g), added by P.A. 100-660.</p> <p><b>or a student with diabetes:</b> The parent(s)/guardian(s) are responsible to share the health care provider’s instructions. When the student is at school, the student’s diabetes will be managed according to a diabetes care plan, if one exists, and not this Procedure. See Care of Students with Diabetes Act, 105 ILCS 145/. Last, the Public Self-Care of Diabetes Act allows a person with diabetes (or a parent/guardian of a person with diabetes) to self-administer insulin (or administer insulin) in any location, public or private, where the person is authorized to be irrespective of whether the injection site is uncovered during or incidental to the administration of insulin (410 ILCS 135/).</p> <p><b>t with asthma:</b> The parent(s)/guardian(s) are responsible for sharing the student’s asthma action plan. When the student is at school, the student’s asthma will be managed according to an asthma action plan, if one exists, and not this Procedure. See 105 ILCS 5/22-30(j-5), added by P.A. 99-843. Asthma emergencies shall be managed pursuant to the District’s asthma emergency response protocol. 105 ILCS 5/22-30(j-10).</p> <p>Ill. State Board of Education’s model asthma episode emergency response protocol required by 105 ILCS 5/22-30(j-10), added by P.A. 99-843, that must be incorporated in the District’s procedure is available at:</p>

[www.isbe.net/Documents/asthma\\_response\\_protocol.pdf](http://www.isbe.net/Documents/asthma_response_protocol.pdf).

When developing the District's model protocol, consider that a district may be liable for injury to an asthmatic student during a medical emergency if the district does not respond by immediately calling 911. See In re Estate of Stewart, 406 Ill.Dec. 345 (2nd Dist. 2016); In re Estate of Stewart, 412 Ill.Dec. 914 (Ill. 2017)(school district's appeal denied). Consult the board attorney about: (1) whether all asthma action plans should require immediate 911 calls based upon Stewart; and (2) the duties and responsibilities of a district when it asks for, but does not receive, an asthma action plan from a parent/guardian and the logistics of distributing any received plans to those employees who need to know based upon Stewart.

When asthma is allowed to self-administer and self-carry asthma medication if the student's parent(s)/guardian(s) provide the school with: (1) written authorization for the self-administration and/or self-care of asthma medication; and (2) the prescription label containing the name of the asthma medication, the prescribed dosage, and the time at which or circumstances under which the asthma medication is to be administered. 105 ILCS 5/22-30(b), amended by P.A. 100-513.

If the child's physician, dentist, or other health care provider who has authority to prescribe medications says yes, then ask the health care provider to complete a *School Medicine Authorization Form*. **This form must be completed and given to the school before the school will store or dispense any medication and before a child may possess asthma medication or an epinephrine injector.**

If a student is on a medication indefinitely, file a new *School Medication Authorization Form* every year.

Bring the medication to the school office. If the medicine is for asthma or is an epinephrine injector, a student may keep possession of it for immediate use at the student's discretion: (1) while in school, (2) while at a school-sponsored activity, (3) while under the supervision of school personnel, or (4) before or after normal school activities, such as while in before-school or after-school care on school-operated property. 105 ILCS 5/22-30(e).

For asthma inhalers and epinephrine injectors, provide the prescription label.

Bring other prescription medications to the school in the original package or appropriately labeled container. The container shall display:

- Student's name
- Prescription number
- Medication name and dosage
- Administration route and/or other direction
- Dates to be taken
- Licensed prescriber's name
- Pharmacy name, address, and phone number

Bring non-prescription medications to school in the manufacturer's original container with the label indicating the ingredients and the student's name affixed.

	<p>At the end of the treatment regime, remove any unused medication from the school.</p>
<p>School Office Personnel</p>	<p>Provide a copy of these procedures, as well as a <i>School Medication Authorization Form</i>, to inquiring parent(s)/guardian(s).</p> <p>If the building has no school nurse and a student is identified as having asthma, request the student's parent(s)/guardian(s) to share their child's asthma action plan. If the plan is provided, keep it on file in the school nurse's office or, in the absence of a school nurse, the Building Principal's or designee's office. Tell the school nurse or Building Principal or designee of the receipt of the plan as soon as possible so that he/she may provide copies of it to appropriate school staff interacting with the student on a regular basis and, if applicable, attach it to the student's Section 504 plan or IEP. 105 ILCS 5/22-30(j-5), added by P.A. 99-843.</p> <p>Whenever a parent/guardian brings medication for a student to the office, summon the school nurse.</p> <p>If the school nurse is unavailable, accept the medication, provided the parent/guardian submits a completed <i>School Medication Authorization Form</i> and the medication is packaged in the appropriate container.</p> <p>Put the medication in the appropriate locked drawer or cabinet. Tell the school nurse about the medication as soon as possible.</p>
<p>School Nurse (certificated school nurse or non-certificated registered professional nurse)</p>	<p>Ensure that a parent/guardian who brings medication for his or her child has complied with the parent/guardian's responsibilities as described in this administrative procedure.</p> <p>If a student is identified as having asthma, request the student's parent(s)/guardian(s) to share their child's asthma action plan. If the plan is provided, keep it on file in the school nurse office. Provide copies of it to appropriate school staff who interact with the student on a regular basis and, if applicable, attach it to the student's Section 504 plan or IEP. 105 ILCS 5/22-30(j-5), added by P.A. 99-843.</p> <p>In conjunction with the licensed prescriber and parent/guardian, identify circumstances, if any, in which the student may self-administer the medication and/or carry the medication. A student will be permitted to carry and self-administer medication for asthma or an epinephrine injector.</p> <p>Store the medication in a locked drawer or cabinet. A student may keep possession of medication for asthma or an epinephrine injector.</p> <p>Medications requiring refrigeration should be refrigerated in a secure area.</p> <p>Plan with the student the time(s) the student should come to the nurse's office to receive medications.</p> <p>Document each dose of the medication in the student's individual health record. Documentation shall include date, time, dosage, route, and the signature of the person administering the medication or supervising the student in self-administration.</p> <p>Assess effectiveness and side effects as required by the licensed prescriber. Provide written feedback to the licensed prescriber and the parent/guardian as requested by the licensed prescriber.</p> <p>Document whenever the medication is not administered as ordered along</p>

	<p>with the reasons.</p> <p>If the parent/guardian does not pick up the medication by the end of the school year, discard the medication in the presence of a witness.</p>
Building Principal	<p>Supervise the use of these procedures.</p> <p>Perform any duties described for school office personnel, as needed.</p> <p>Perform any duties described for school nurses, as needed, or delegate those duties to appropriate staff members. No staff member shall be required to administer medications to students, except school nurses, non-certificated and registered professional nurses, and administrators.</p> <p>Make arrangements, in conjunction with the parent/guardian, supervising teachers, and/or bus drivers for the student to receive needed medication while on a field trip.</p>

LEGAL REF.: 105 ILCS 5/10-20.14b, 5/10-22.21b, 5/22-30, and 5/22-33.  
23 Ill.Admin.Code §1.540.  
In re Estate of Stewart, 406 Ill.Dec. 345 (2nd Dist. 2016).  
In re Estate of Stewart, 412 Ill.Dec. 914 (Ill. 2017).

Amended: August 26, 2002      Amended: April 23, 2007      Amended: April 18, 2010  
Amended: January 26, 2015      Amended: November 21, 2016      Amended: January 23, 2017  
Amended: March 11, 2019