

## **ADMINISTRATION OF MEDICATION**

### **Section 1. General**

It shall be the policy of Hawthorn that the giving of medicine to students during school hours be discouraged and restricted to medication that cannot be given on an alternative schedule. Hawthorn recognizes that some students may require medication for chronic or short-term illness/injury during the school day to enable them to remain in school and participate in their education. Employees providing routine first aid according to Hawthorn procedures will be immune from liability or disciplinary action. Similarly, trained employees will be immune from civil liability for administering cardiopulmonary resuscitation and other lifesaving methods in good faith and according to standard medical practices. Hawthorn also recognizes that the administration of medication may be required under Section 504 of the Rehabilitation Act of 1973 and/or the Individuals with Disabilities Education Act to provide a free appropriate public education for students identified as disabled under those laws.

### **Section 2. Prescription Medication**

**Section 2.1** The student's authorized prescriber shall provide a written request that the student be given medication during school hours. The request shall state the name of the student, name of drug, dosage, frequency of administration, route of administration, and the prescriber's name. The diagnosis/indication for use of the medicine shall be provided. When possible, the prescriber should state adverse effects and applicable emergency instructions.

**Section 2.2** Hawthorn shall require that a prescription label be properly affixed to the medication in question. Said label must contain the name of the student, name of the drug, dosage, frequency of administration, route of administration, diagnosis and the prescriber's name.

**Section 2.3** A parent/guardian must request in writing that Hawthorn comply with the authorized prescriber's request to give medication. Hawthorn will not administer the initial dose of any new prescription except in an emergency.

### **Section 3. Over the Counter Medication**

**Section 3.1** The student's authorized prescriber shall provide a written request that the student be given medication during school hours. The request shall state the name of the student, name of drug, dosage, frequency of administration, route of administration, and the prescriber's name. The diagnosis/indication for use of the medicine shall be provided. When possible, the prescriber should state potential adverse effects and applicable emergency instructions.

**Section 3.2** A parent/guardian will provide a written request that the School comply with the authorized prescriber's request to give medication.

#### **Section 4. Storage and Administration of Medication**

A parent/guardian or other responsible party designated by the parent/guardian will deliver all medication to be administered at school to the school nurse or designee. All medication, prescription or over-the-counter, must be in a pharmacy or manufacturer-labeled container. Hawthorn shall provide secure, locked storage for medication to prevent diversion, misuse, or ingestion by another individual.

#### **Section 5. Possession and Self-Administration of Medications**

Hawthorn will permit a student to possess and self-administer medications as required by law. Permission to possess and self-administer medications may be revisited if there is evidence that the student is not handling or administering the medication appropriately or that the student's actions may be harming her own health or the health and safety of other persons. Such permission is required for students to possess and self-administer medications while at school, at a school-sponsored activity and on school-sponsored transportation. Such permission shall be effective only for the same school and school year for which it is granted.

#### **Section 6. Consequences**

Students who possess or consume medications in violation of this policy while on school grounds, on school transportation or during a school activity may be disciplined up to and including suspension or expulsion. Employees who violate this policy may be disciplined up to and including termination. Pursuant to law, Hawthorn administrators may notify law enforcement when they believe a crime has occurred.