

Adopted:  
Revised:

8/10/1976  
2/1/1994; 6/17/2008,  
4/23/2019

Saint Paul Public Schools Policy

516.00

## **516.00 STUDENTS: MEDICATIONS/ MEDICAL PROCEDURES**

### **I. PURPOSE**

In order to remove health related barriers to learning, students may require medication and medical procedures that allow students access to education. Individual plans, including individual health plans, emergency care plans, Section 504 plans, and individualized education plans (IEPs) guide the care of students with health conditions and disabilities.

1. The following provisions shall be followed when administering medications or medical procedures to students at school.
2. Medications and medical procedures that must be administered during the school day in order for a student to attend school shall be administered by the school nurse or by a designee of the school administrator whom the school nurse has trained and delegated the function of medication administration or provision of medical procedures.
3. The parent or guardian will supply the medications to school in the original, labeled container. The nurse or designee will administer the medication according to the label.
4. The parent or guardian will notify the school nurse or designee when medication must be administered during the school day.
  - a. For medication needed at school for a period of two weeks or longer, a written order signed by a prescribing health professional and the custodial parent or guardian is required. Such orders shall be renewed annually and whenever medication, dosage, or administration changes.
  - b. For medication needed at school for a period of less than two weeks, a written request for administration signed by the custodial parent or guardian is required.
5. Medications that must be administered during an overnight field trip or outside of the school day must be in the original, labeled container with a written request from a custodial parent or guardian.
6. A student may be allowed to self-administer and/or self-carry medication upon written recommendation of the prescribing health professional and custodial parent or guardian and consultation of the school nurse.
7. A secondary student may possess and use nonprescription pain relief medication in a manner consistent with the labeling if the school nurse has received a written authorization from the custodial parent or guardian permitting the student to self-administer and self-carry the medication. Such authorizations must be renewed annually. A student's privilege to possess and use nonprescription pain relievers may be

- revoked if it is determined the student is abusing the privilege.
8. Medications and medical procedures that can be administered to the student appropriately before or after school will be the responsibility of the parent(s) or guardian.
  9. Controlled substances prescribed to students must always be kept in a locked cabinet and shall never be carried by a student or self-administered.
  10. Emergency medication will be provided to students when provided by the family and ordered by the student's health care provider, as part of the student's Emergency Care Plan. Emergency medication may also be made available to students for specific conditions following a protocol developed with a medical director or advanced practice registered nurse.

**LEGAL REFERENCES:**

Minn. Stats. §§ 121A.22 to 121A.222

**CROSS REFERENCES:**

**Minnesota Guidelines for Medication Administration in Schools**  
Revised June 2015, Division of Community and Family Health, Minnesota Department of Health.  
Written in collaboration with:  
Minnesota Board of Nursing  
Minnesota Department of Education  
Minnesota Department of Human Services

**Student Health and Wellness documents**  
Components of Asthma Management in the School  
Components of Diabetes Management in the School  
Components of Anaphylaxis Management in the School  
Components of ADHD Management in the School (Tara and Jennifer are updating)  
Authorization for the Administration of Medication/Treatment H-25  
Authorization for the Administration of Medication/Treatment Asthma, Anaphylaxis, Diabetes, Seizure H-25 AADS  
Self Carry/Self Administer Medication Agreement H-76