

## ADMINISTERING MEDICINES TO STUDENTS

Under certain circumstances, when it is necessary for a student to take medicine during school hours, the District will cooperate with the family physician and the parents if the following requirements are met:

- For prescription medication and medical cannabis There must be a written order from the ~~physician~~ authorized health care professional stating the name of the medicine, the dosage, and the time it is to be given.
- Any order or plan for administering medications shall only be valid during the school year provided and while the student is enrolled.
- There must be written permission from the parent to allow the school or the student to administer the prescription medication, cannabis or over-the-counter medicine. Appropriate forms are available from the school office.
- The medicine must come to the school office in the prescription container or, if it is over-the-counter medication or cannabis, in the original container with all warnings and directions intact.
- A student may not carry medication to and from school unless authorized by the district to self-administer.
- Any and all medications left at the end of the current school year must be inventoried and picked up by the parents within the week following the end of school or they will be destroyed. Clean-up and witnessed destruction of any medical spillage or destruction must be accomplished within the same day in which destruction, spillage or waste occurs.

A responsible adult should bring medications to the school office if necessary. If medications are necessary for emergency use during transportation, a written health management plan shall be prepared in consultation with the parents and school authorities indicating where the medication will be located during transportation and who will administer the medication.

In the case of medical cannabis, should there be no licensed school employee who is willing upon designation or licensed to administer medication, a written health management plan shall be prepared in consultation with the parents and school authorities indicating the conditions under which the parent may be present to administer the medication. This will include directions on where and how as well as when the medication may be administered.

The District reserves the right, in accordance with procedures established by the Superintendent, to circumscribe or disallow the use or administration of any

medication on school premises if the threat of abuse or misuse of the medicine may pose a risk of harm to a member or members of the student population.

This policy and any related policies or amendments to such policies shall be forwarded to the District liability insurance carrier for review.

*Adopted:* date of manual adoption

LEGAL REF.: 22-5-4.3 NMSA  
6.12.2.9 NMAC

CROSS REF.: EBC-RC - Emergencies (First Aid)

**GADSDEN INDEPENDENT SCHOOL DISTRICT**

**07/26/18**