

Policy on Dispensing Medicine

The term "medicine" as used in this policy means "nonprescription medicine and filled prescription medicine." Filled prescription medicine is prescription medication contained in a prescription vial with a label which correctly states the name and address of the pharmacy, date of filling, name of patient, name of prescriber, prescription number, and directions for the administration of the medication.

Only the following personnel shall be authorized to administer medicine at school: the school principal, or school employees who have been designated in writing by the school principal as authorized to administer medicine. A nurse employed by the County Health Department working pursuant to an agreement made between the County Health Department and this School District may also administer medicine.

No medicine shall be administered unless the parent or guardian of the student requiring the medication has given the school written authorization to administer the medicine. The parent or guardian of any student requiring medication during school shall bring the medication to the principal of the school the student attends, and complete and sign the "Parental Authorization Form." (see JLCD, exhibit 1) Each school shall keep on file the written authorization(s) of the parent or guardian of the student to administer medicine to the student.

Filled prescription medicine shall be administered pursuant to the directions for the administration of the medicine listed on the label, or as otherwise authorized in writing by the physician prescribing the same. Nonprescription medication may be dispensed and administered only in compliance with the written directions on the label of the medication, or as otherwise authorized in writing by the student's physician.

All medicine shall be properly stored and not readily accessible to persons other than the persons who will administer the medication.

Each school in which any medicine is administered shall keep a record of the name of the student to whom the medicine was administered, the date the medicine was administered, the name of the person who administered the medicine, the type or name of medicine which was administered, the dosage of the medicine which was administered and the time the medicine was administered. The "Log of Administration of Medicine" (see JLCD, exhibit 2) shall be used by each school to keep the record of all medicine administered during each school year.

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The Board of Education adopts this policy pursuant to the provisions of 70 O.S. 1984, 1-116.2. Under this statute a school nurse, county nurse, administrator or designated school employees are not liable to the student or his parent or guardian for civil damages for any personal injuries to the student which result from acts or omissions of the school or county nurse, administrator or designated school employees in administering any medicine pursuant to the provisions of the statute. However, such immunity does not apply to acts or omissions constituting gross, willful or wanton negligence.

Adopted: August 02, 1984

Revised: March 02, 1987

Legal Reference: Statutes of Oklahoma
70 O.S. 1984, 1-116.2

Cross Reference:

