

REGULATION

MONTGOMERY COUNTY PUBLIC SCHOOLS

Related Entries: JFA, JFA-RA

Responsible Office: Special Education and Student Services

Administration of Medication to Students

A. PURPOSE

To provide for the administration of medication to students when essential during school hours

B. BACKGROUND

Montgomery County Public Schools (MCPS) and the Montgomery County Department of Health and Human Services (DHHS) collaboratively develop and implement regulations and procedures for the proper administration of medication to students.

C. DEFINITIONS

1. *Authorized Prescribers* are physicians, nurse practitioners, certified midwives, podiatrists, physician's assistants, or dentists.
2. *Controlled Substances* include stimulants and depressants, narcotics, and some sedatives.
3. *Herbal Medicines* are derived from various plants and herbs.
4. *Homeopathic Medicines* are drug products labeled as homeopathic and made by homeopathic pharmacies in accordance with the processes described in the official manufacturing manual recognized by the FDA, the *Homeopathic Pharmacopoeia of the United States*.

D. PROCEDURES

1. Medication should only be administered to students while they are under supervision of MCPS when, in the opinion of the authorized prescriber, it is in the student's best interest.

2. When available, DHHS School Health Services staff will administer medication during school hours in accordance with policies contained in DHHS' *School Health Services Manual*.
3. The principal is responsible for designating MCPS staff to administer medication in accordance with policies contained in DHHS' *School Health Services Manual* when DHHS staff is unavailable.
4. In circumstances where MCPS staff is expected to regularly administer medication to students, they must be certified as a medication technician as required by state law.
5. The principal will work with the school nurse in a timely manner to ensure that designated staff have received appropriate training from DHHS in the administration of medication to students when DHHS School Health Services staff are not available.
6. The above provision of this regulation does not apply to self-administered prescribed medications which are entirely the responsibility of the parent and not that of either the school or DHHS. Parents must provide permission and an order from an authorized prescriber for students to self-carry and self-administer medications such as inhalers for asthma, Epi-pens, or insulin. DHHS school nurses must evaluate and approve the student's ability and capability to self-administer medication. Students may never self-carry or self-administer controlled substances in the school setting.
7. All prescription medication must be provided in a container with the pharmacy label. The original prescription container must be properly labeled by the pharmacist. The pharmacy label must contain the following information:
 - a. Student's name
 - b. Name of the medication
 - c. Dosage of medication to be given
 - d. Frequency of administration
 - e. Route of administration
 - f. Physician's name
 - g. Date of prescription
 - h. Expiration date

8. Over-the-counter medication is administered in accordance with the procedures for prescription medication, including written parental permission and a written physician's order. Over-the-counter medication must be in the original container with the manufacturer's label and safety seal intact.
9. Homeopathic and herbal medicines should be administered in accordance with the guidelines for prescription drugs. A written order for administration by an authorized prescriber, as well as written parental consent is required. If the homeopathic or herbal medicine is an over-the-counter product, the container must be in the manufacturer's original packaging with the safety seal intact.
10. Implementation of this regulation is dependent upon cooperation among the DHHS School Health Services, the private medical sector, the home, and the school.

Regulation History: Regulation No. 525-13; revised October 1982; rescinded June 8, 1992; reenacted December 6, 2005.