
STUDENTS - MEDICAL NEEDS AT SCHOOL

Adoption Date: May 1995; Revised October 14, 1997; Revised May 14, 2002;
Revised July 12, 2005; Revised May 8, 2007;
Revised September 10, 2013; Revised December 2019; Revised
August 18, 2020

Legal Ref: I.C. 20-33-8-13; I.C. 16-36-5-19; I.C. 16-36-6 et. seq.; I.C. 20-34-4.5
et. seq.; IC 20-34-3-21; IC 20-34-3-26.

Cross Ref:

All medication needed during school hours or at school functions that are supervised by school staff, except those subject to IC 20-33-8-13 (student possession and self-administration), will be administered by the nurse, administrator, or designated trained staff under the following conditions:

1. A written authorization form for medication administration must be completed by the parent/guardian and be on file before any medication transported to the health clinic (prescription or over the counter) will be administered. Forms are available in the health clinic.
 - a. Medication shall be administered in accordance with the parent's statement (in the case of non-prescription medicine) or the physician's order (on the case of prescription medicine).
 - b. The consent of the parent/guardian shall be valid only for the period specified on the consent form and in no case longer than the current school or program year.
2. All medicine, including non-prescription/over the counter medicine, must be kept in its original container accompanied by the package label or package information.
3. All prescription medicine, including medication administered by injection, emergency medication (i.e. Epinephrine, Glucagon), and diabetes monitoring of a student must be accompanied by a physician's order, which is current and correct to the way that the student is to receive the medicine. The nurse may contact the physician for further information if necessary.
4. All medication administration will be documented and kept on file (electronically or on paper) in the health office.
5. If the medication is to be terminated prior to the date on the prescription, a written and dated consent, or withdrawal of consent of the parent, is required. The written consent of the parent and the written order of the physician shall be kept on file in the health office.

Westfield Washington Schools ("WWS") does not honor any requests to administer any products not approved by FDA, including but not limited to over-the-counter herbs, minerals and vitamins and other homeopathic products.

Any unused medication which is unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered according to the authorization form, or at the end of the school year.

All designated staff responsible for administering medication to students will be trained by a registered nurse on the proper administration of medication and diabetes care. A record of this training will be kept on file in the health office.

Students with diabetes, seizures, or chronic diseases shall be appropriately accommodated per Indiana statutes. An appropriate plan for the student, which may be a Section 504 Plan, individual health plan, or IEP, will be developed and implemented.

All medication, both prescription and non-prescription, must be brought into the nurse's office by a parent or guardian. Only students meeting the criteria of Indiana code who have valid medical authorization and parent permission on file in the school office will be permitted to carry medications and self-administer such substances. These exceptions are explicitly stated in the law and detailed below.

WWS may store emergency stock medication, as permitted by Indiana statute, to be administered in emergency situations.

Student Possession and Self-Administration of Medicine in School

In accordance with Indiana statute, a student with a chronic disease or medical condition may possess and self-administer medication for the chronic disease or medical condition if the following conditions are met:

1. The student's parent has filed an authorization with the student's principal for the student to possess and self-administer the medication. The authorization must include the statement described in subdivision 2.
2. A physician states in writing that:
 - a. the student has an acute or chronic disease or medical condition for which the physician has prescribed medication;
 - b. the student has been instructed in how to self-administer the medication; and
 - c. the nature of the disease or medical condition requires emergency administration of the medication.

The authorization and statement described in subsection (2) must be filed with a student's principal annually.

Transportation of Medications by Students

As per statute, medication that is possessed by a school for administration during school hours or at school functions for a student may be released to:

1. the student's parent/guardian; or
2. an individual who is:
 - a. at least eighteen (18) years of age; and

- b. designated in writing by the student's parent/guardian to receive the medication.
3. WWS may send home medication that is possessed by a school for administration during school hours or at school functions with a student if the student's parent provides written permission for the student to receive the medication. (Note: This section does not apply to medication possessed by a student for self-administration under Indiana code as specified above).

Do Not Resuscitate (DNR) Orders / Physician Orders for Scope of Treatment (POST) Forms

Each student with a potentially life-threatening medical condition should have a current health care plan and/or emergency medical plan on file with the school nurse. WWS employees shall follow normal procedures for addressing emergencies occurring while students are on WWS property (including being transported in vehicles owned, leased, or operated by WWS; and during WWS events, even if held outside of WWS property (for example, prom or field trips).

Therefore, WWS employees will not adhere to Do Not Resuscitate (DNR) Orders or Physician Orders for Scope of Treatment (POST) forms which prohibit individuals from administering resuscitation (CPR) or medical interventions measures to a student. This policy shall not interfere with a health care provider's obligations under Indiana law.

If the school is presented with a DNR order or POST form, the parent/guardian/representative should be advised of the school's policy regarding the same, and the parent/guardian/representative should be directed to the hospital(s) in the area where the student may be transported in an emergency and advised to discuss the order with such facility.

Immunizations

The School Board requires that all students be properly immunized against vaccine-preventable diseases, in accordance with Indiana Code and the IN State Department of Health (ISDH). Requirements for designated grade levels or ages shall be defined by ISDH annually in the first quarter of the year, for the following school year. (I.C. 20-34-4-2)

The Superintendent shall require parents to furnish to their child's school, no later than the student's first day of school attendance after enrollment, proof of the student's immunization status, either as a written document from the health care provider who administered the immunization or documentation provided from the State immunization data registry. Students whose parents do not provide the required documentation by the opening day of school may be admitted to school provided the documentation is received within twenty (20) school days. If the student remains unimmunized at the close of the twenty (20) school day period, the student may not be permitted to attend school, unless the parents have filed a religious or medical exemption in accordance with state law.

Information concerning meningococcal disease (meningitis) and its vaccine shall be provided to students and parents at the beginning of the school year by the Superintendent or his or her designee. The Superintendent shall consult with the State Department of Education and the State Department of Health to develop necessary information and needed materials.

The parent of each student who is entering grade six (6) shall be provided with information prescribed by the State Department of Health concerning cancer and the human papillomavirus (HPV) infection and that an immunization against the HPV infection is available.

Materials concerning immunizations and immunization preventable diseases shall be provided to parents and guardians of students by each Building Principal, who shall obtain these materials from the State Department of Education. Posting the materials on the school building's website shall satisfy the distribution requirement.

The Superintendent shall ensure that all applicable immunization information is complete in the State immunization data registry (CHIRP) no later than the first Friday in February each year.

Mental Health Treatment Notification

Prior to referring a student to a provider of mental health services due to a pattern of aberrant or abnormal behavior, a school official will contact a student's parent. A school official shall also hold a conference with the student and the student's parent prior to referring student to a provider of mental health services.

Communicable Diseases

WWS will collaborate with and follow guidance from the Indiana State Department of Health to meet its obligations to control communicable diseases.