

# Weakley County Board of Education



Monitoring:

Descriptor Term:

**Medicines**

Descriptor Code:

6.405

Issued Date:

10/21/2014

1  
2 If under exceptional circumstances a child is required to take non-prescription or prescription  
3 medication during school hours and the parent cannot be at school to administer the medication,  
4 only the principal or the principal's designee will assist in self-administration of the medication if  
5 the student is competent to self-administer medicine with assistance in compliance with the  
6 following regulations:<sup>1</sup>

7  
8 Written instructions **signed by the parent** will be required and will include:

- 9
- 10 1. Child's name;
  - 11 2. Name of medication;
  - 12 3. Name of physician;
  - 13 4. Time to be self-administered;
  - 14 5. Dosage and directions for self-administration (non-prescription medicines must have label
  - 15 direction);
  - 16 6. Possible side effects, if known; and
  - 17 7. Termination date for self-administration of the medication.
- 18

19 **All medication, prescription and non-prescription, must be delivered to the principal's office**  
20 **in a container appropriately labeled by pharmacy or physician, in person by the parent or**  
21 **guardian of the student, unless the medication must be retained by the student for immediate**  
22 **self-administration, i.e., students with asthma and/or diabetes. Non-prescription medicines will**  
23 **be administered only if the medicine is properly labeled and delivered to the office by the**  
24 **parent or guardian.**

25  
26 **Note: Verbal instructions from the parent are not acceptable.**

27  
28 The administrator/designee will:

- 29
- 30 1. Inform appropriate school personnel of the medication to be self-administered;
  - 31
  - 32 2. Keep written instructions from parent in student's record;
  - 33
  - 34 3. Keep an accurate record of the self-administration of the medication;
  - 35
  - 36 4. Keep all medication in a locked cabinet except medication retained by a student per
  - 37 physician's order;
  - 38
  - 39 5. Return unused prescription to the parent or guardian only; and
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Legal References:

<sup>1</sup> TCA 49-50-1601 through 1603

1 6. Ensure that all guidelines developed by the Department of Health and the Department of  
2 Education are followed.

3  
4 The parent or guardian is responsible for informing the designated official of any change in the  
5 student's health or change in medication.

6  
7 A copy of this policy shall be provided to a parent or guardian upon receipt of a request for long-  
8 term administration of medication.

9  
10 **BLOOD GLUCOSE SELF-CHECKS**

11  
12 Upon written request of a parent or guardian, and if included in the student's medical management  
13 plan and in the IHP, a student with diabetes shall be permitted to perform a blood glucose check or  
14 administer insulin using any necessary diabetes monitoring and treatment supplies, including sharps.  
15 The student shall be permitted to perform the testing in any area of the school or school grounds at  
16 any time necessary.

17  
18 Sharps shall be stored in a secure, but accessible location, including the student's person, until use of  
19 such sharps is appropriate.

20  
21 Use and disposal of sharps shall be in compliance with the guidelines set forth by the Tennessee  
22 Occupational Safety and Health Administration (TOSHA).<sup>2</sup>

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Legal References:

<sup>2</sup> TCA 49-5-415(d)(7)

Cross References:

6.401 Student Health Services  
WCS Student Medical/Accident Information Form