

Administration of Medications to Pupils in School

The following definition of “medication” is adopted for use in the Hamilton Community Schools: medication (includes prescription, non-prescription and herbal medications) taken by mouth, inhaler, those that are injectable, and those applied as drops to eyes, nose, or medications applied to the skin.

- The child’s parent/guardian will need to get a permission form from the school office. The form will need to be filled out by the child’s physician and also signed by a parent/guardian. The form will be kept on record by the school.
- The permission form will need to be renewed each school year.
- No changes to medication dosage or time of administration will be made except by instruction from a physician.
- Medications must be brought to school by the pupil’s parent/guardian.
- The building administrator will designate an individual(s) responsible for administering medications to pupils at school.
- Each building will have a plan for handling medical emergencies.
- Any adverse reaction to medication, as described on the physician’s written form, will be reported to the pupil’s parent/guardian immediately.
- Any errors made in the administration of medications shall be reported to the building administrator immediately and written into the pupil’s school record. The building administrator is responsible for reporting the medication error to the pupil’s parent/guardian immediately.
- When it is necessary for a pupil to have medication administered while on a school-sponsored field trip or off-site activity, the individual designated to administer medication must carry the medication in the original container, and record the necessary information on the medication log upon return from the trip/activity.
- Students with disabilities who have an Individualized Educational Program (IEP) or Section 504 Plan shall be included under the policy and procedures that govern the administration of medications. Note: The policy and procedures should not violate either the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act.

Self-Administration/Self-Possession of Medications

The following definition of “self-administration/self-possession” is adopted for use in Hamilton Community Schools: Self-administration means that the pupil is able to consume or apply prescription and non-prescription medication in the manner directed by the physician without additional assistance or direction. Self-possession means that the pupil may carry medication on his/her person to allow for immediate and self-determined administration.

- A pupil whose parent/guardian and physician provide written permission will be able to self-administer and self-posses his/her own medications.
- A medication that a pupil possesses must be labeled and prepared by pharmacy or pharmaceutical company and include the dosage and frequency of administration.
- A pupil’s use cannot be denied if the conditions of written permission and physician direction are met. A building administrator may discontinue a pupil’s right to self-administer and self-possession if there is misuse by the pupil. The denial shall follow a consultation with the parent/guardian.
- A pupil who requires the use of an inhaler for relief or prevention of asthma symptoms will be allowed to carry and use the inhaler if there is written approval from the pupil’s physician and parent/guardian on record at the school (as described in the Michigan Revised School Code, Section 380.1179). A pupil who is in possession of an inhaler under the above conditions shall have each of his/her teachers notified of this by the building administrator.