Nord Country School

BP5080 – Administration of Medications, Emergencies, and Head Lice

1.0 Purpose

The Nord Country School Board recognizes that students may require medication during school hours or may be injured while on campus rendering first aid necessary. The purpose of this policy is to ensure that medications and first aid are administered properly and according to all applicable laws.

Additionally, the Nord Country School Board recognizes the importance of taking appropriate preventative or remedial measures to minimize accidents or illness at school or during school-sponsored activities. To this end, the School expects parents/guardians to provide emergency information and keep such information current in order to facilitate immediate contact with parents/guardians if an accident or illness occurs.

2.0 Administration of Medication

2.1 The Charter School staff is responsible for the administration of medication to students attending school during regular school hours.

2.2 It is imperative that practices followed in the administration of medication be carefully delineated to ensure the safety of our students and the legal protection of our employees.

2.3 The Charter School, upon written request from the parent/guardian and written verification from a physician, will endeavor to provide for the administration of prescribed medication to allow the student to attend school, if the student is unable to take the medication without assistance or supervision.

2.4 Guidelines for Administration of Medication

2.4.1 The primary responsibility for the administration of medication rests with the parent/guardian, student and medical profession.

2.4.2 Medication shall be administered only during school hours if determined to be absolutely necessary on an ongoing basis.

2.4.3 If the medication must be administered during school hours, then every attempt shall be made to have the student self-administer or another family member administer the medication at school.

2.4.4 If the child is unable to self-administer, then voluntary participation of school staff will be garnered to administer the medication.

2.4.5 The School recognizes the rights of teaching staff to choose not to be involved in the administration of medication.

2.4.6 The parent/guardian shall sign a release/consent form, which is to be kept on file by the Administrator or designee.

2.4.7 The release/consent form shall be supported by a signed statement from a physician.

2.4.8 The Administrator or designee shall keep records of medication administered at the school.

2.4.9 The Administrator or designee shall locate all medication in a secure setting.

2.4.10 The Administrator or designee shall return all surplus medication to the parent/guardian upon completion of the regimen or prior to summer holidays.

2.4.11 A medication log shall be maintained and shall contain the following information: 1) student name; 2) name of the medication the student is required to take; 3) dosage of medication; 4) method by which the pupil is required to take the medication; 5) time the medication is to be taken during the regular school day; 6) date(s) on which the student is required to take the medication; 7) authorized health care provider's name and contact information; and 8) a space for daily recording of medication administration to the student or otherwise assisting the student, such as date, time, amount, and signature of the individual administering the medication or otherwise assisting in administration of the medication.

3.0 Administration of First Aid and CPR

3.1 All teachers and yard duty supervisors shall be certified in first aid, CPR and AED and shall be re-certified as necessary. First Aid Kits are placed in designated rooms around the campus. First aid will be administered whenever necessary by trained staff members.

3.2 When necessary, the appropriate emergency personnel will be called to campus to assist. Students shall not be transported by staff for medical care without the express permission of parents/guardians.

3.3 The School will make every effort to be adequately prepared to care for all students in critical situations resulting from a major emergency or disaster. The school will review this plan periodically and hold several emergency drills throughout the year.

4.0 Resuscitation Orders

4.1 It is imperative that practices followed in the administration of medication be carefully delineated to ensure the safety of our students and the legal protection of our employees. School employees are trained and expected to respond to emergency situations without discrimination. If any student needs resuscitation, staff shall make every effort to resuscitate him/her.

4.2 The Board prohibits staff members from accepting or following any parental or medical "do not resuscitate" orders.

5.0 Head Lice

5.1 To prevent the spread of head lice infestations, School employees shall report all suspected cases of head lice to the school nurse, or designee, as soon as possible. The nurse, or designee, shall examine the student and any siblings of affected students or members of the same household. If nits or lice are found, the student shall be excluded from attendance and parents/guardians informed about recommended treatment procedures and sources of further information.

5.2 When it is determined that more than one student in a class is infested with head lice, the nurse, or designee, will send an exposure notice home to all students in that class.

5.3 Staff shall maintain the privacy of students identified as having head lice.

5.4 Excluded students may return to school when reexamination by the nurse, or designee, shows that all nits and lice have been removed.

6.0 Adoption and Review

6.1 Originally Adopted: 6/14/2005

6.2 Most Recent Revision: 03/30/2022