

CAPITAL AREA  
SCHOOL FOR THE  
ARTS CHARTER  
SCHOOL (CASA  
CHARTER SCHOOL)

SECTION: PUPILS  
TITLE: USE OF MEDICATIONS/PROCEDURES  
ADOPTED:  
6/10/13  
REVISED:  
5/17/2021

210. USE OF MEDICATIONS/PROCEDURES	
1. Purpose	The Capital Area School for the Arts (CASA) Charter School Board of Trustees (Board) shall not be responsible for the medical diagnosis and treatment of student illnesses or injuries. Students are permitted to receive medications during school hours only in accordance with the directions of the student’s parent/guardian and an order from a licensed healthcare provider indicating that the failure to take such medication would jeopardize the health of the student or the student would be unable to attend school if the medication(s) were not made available during school hours. Every effort should be made to provide a treatment regimen that does not require the administration of medication during school hours.
2. Definition	For the purpose of this policy, the word <b>medication</b> shall mean any drug or medicine, of whatever nature or kind, including, but not limited to, non-prescription medication, such as aspirin or similar pills or capsules, and prescription medications, including creams or ointments, drops, etc.
3. Authority SC 510 Title 22 Sec. 12.41 SC – Art. XVII - A	Medication and/or procedures will be administered when:  1. Ordered by a licensed healthcare provider who, provides in writing the name of the student, name of the medication or procedure, dosage, route of administration, time at which or special conditions under which the medication or procedure is to be administered and any possible side-effects or reactions as well as any necessary emergency response.  Medication which can be legally purchased without a prescription must still be accompanied by the written order of a licensed healthcare provider in order for the CASA Charter School to administer the medication.

2. Written request is made by a parent/guardian, on forms supplied by the CASA Charter School. The forms shall refer to and incorporate by reference the provisions governing medication appearing in the Students' Handbook. Such request shall indicate that parent/guardian specifically delegates parental authority to administer medication to their child.

<p>4. Delegation of Responsibility</p>	<p>A school nurse, when available, shall be the primary person responsible for administering medication, performing ordered procedures or observing self-administration of medication by students. If a school nurse is not available, the Principal will ensure that a properly licensed individual authorized to perform such services is made available.</p> <p>Whenever a CASA Charter School employee administers medication to a student or observes the self-administration of medication by a student in accordance with this policy, the employee will be deemed to be acting within the scope of his/her employment.</p> <p>The Principal shall develop procedures and forms for the administration of medication/procedures which shall provide that:</p> <ol style="list-style-type: none"><li>1. All medication/procedures shall be administered by the school nurse, a properly licensed authorized designee, or the parent/guardian, if desired by the parent/guardian. The school nurse is responsible for maintaining an individual medication file for each student taking medication during school hours. The file shall be kept in a designated location and shall include the information required by this policy.</li><li>2. It will be the responsibility of the parent/guardian to provide all necessary information to the school nurse or licensed authorized designee in the administration of medication/procedures. The school nurse or licensed authorized designee must be able to demonstrate the ability to safely perform the tasks involved in administration of the designated medication/procedures. The parent/guardian will document this instruction on a form provided by the charter school.</li><li>3. Medication shall be securely stored and kept in the original labeled container.</li><li>4. The parent/guardian is responsible for ensuring that the school nurse receives the medication and/or appropriate equipment necessary to implement the administration/procedure prescribed by a licensed healthcare provider. The parent/guardian is also responsible for ensuring that any necessary refills and/or changes to the healthcare provider's order are provided to the school nurse in a timely manner.</li></ol> <p>At the conclusion of the school year, unused medication and/or equipment shall be returned to the student's parent/guardian. The school nurse will contact the parent/guardian to determine how this will occur.</p>
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<p>5. Guidelines</p>	<p><u>Self-Administration Of Emergency Medication</u></p> <p>Student self-administration of asthma inhalers and/or epinephrine auto-injectors may occur with a written order from a licensed healthcare provider stating that the student is qualified and responsible to self-administer such medication. A written request, on a form provided by the charter school, from the parent/guardian is also required stating that the healthcare provider’s order is to be followed and that the CASA Charter School is relieved of any responsibility with respect to the benefit or consequences of the prescribed medication and that the CASA Charter School bears no responsibility for ensuring that the medication is taken.</p> <p>Students who engage in self-administration of an asthma inhaler or epinephrine auto-injector are required to notify the school nurse immediately following any self-administration.</p> <p><u>Standing Orders</u></p> <p>Standing orders are medical directives written by the Charter School’s physician. These orders may authorize administration of specific over-the-counter (OTC) medications such as acetaminophen or antacids and/or emergency medications such as epinephrine (Epi-pen) to students according to a defined protocol. The school nurse, school physician, CEO and Board have engaged in a thorough discussion of the risks and benefits of having standing orders and have concluded that such orders are appropriate. Although parental/guardian consent is not required for the administration of medications during a life-threatening emergency, consent is required for the administration of non-emergency over-the-counter medications. Standing orders for OTC and/or emergency medications shall be reviewed, updated and signed by the school physician annually. The school nurse must have a copy of the signed standing orders on file.</p> <p>Please see the Pennsylvania Department of Health’s Guidelines for Pennsylvania Schools for the Administration of Medications and Emergency Care for additional information.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 510, 1402, Article XVII - A</p>
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