It is the policy of the School Board that under normal circumstances, medication, including over-the-counter ("OTC") medication, should be administered before and/or after school hours under supervision of the parent or guardian. If a student must receive medication, including OTC oral or topical medication, eye drops, ear drops, or nasal spray ("medications") from an authorized staff member, the parent or guardian must submit a written authorization and a written request from a licensed health professional prescribing within the scope of his or her prescriptive authority.

Note, Board Policy No. 3424, Opioid-Related Overdose Response, governs the use of school-owned opioid-related overdose reversal medication to respond to symptoms of an opioid-related overdose.

The Superintendent or his or her designee is granted the authority to establish procedures for:

A. Delegating, training and supervising staff members in the administration of medication, including OTC medications, to students by a registered nurse;
B. Designating staff members who may administer prescribed or OTC medications to students;
C. Obtaining signed and dated parental and health professional requests for the administration of prescribed or OTC medications, including instructions from a health professional if the medication is to be given for more than fifteen days;
D. Storing prescribed or OTC medications in a locked or limited access facility;
E. Maintaining records pertaining to the administration of medication; and
F. Permitting, under limited circumstances, students to carry and self-administer medications necessary to their attendance at school.

Delegation to non-licensed nurse staff of the administration of injected medication will only occur when a student is susceptible to a predetermined, life-endangering situation. In such an instance, the parent or guardian will submit a written and signed permission statement. Such an authorization shall be supported by signed and dated written orders accompanied by supporting directions from the licensed health professional. Non-nurse staff members will be
trained prior to injecting a medication by a professional person licensed under RCW 18.71 or 18.79.

Medications via routes other than oral, topical, eye or ear drops, (suppositories or non-emergency injections) may not be administered by school staff other than registered nurses or licensed practical nurses. Nasal may be administered only as described below.

**Administration of Medication by Nasal Spray**
If a school nurse is on the premises, a nasal spray that is a legend (prescribed) drug or a controlled substance must be administered by the school nurse. If no school nurse is on the premises, a nasal spray that is a legend drug or a controlled substance may be administered by: 1) a trained school employee, provided that person has received appropriate Registered Nurse (RN) delegation and volunteered for the training pursuant to RCW 28A.210.260; or 2) a parent-designated adult (PDA).

**Parent-Designated Adult (PDA)**
A parent designated adult (PDA) is a volunteer, who may be a school district employee, who receives additional training from a healthcare professional or expert in epileptic seizure care selected by the parents/guardians who provides care for the student consistent with the student’s individual health plan on file with the school. PDAs are also allowed to care for students with diabetes per Policy No. 3415.

**Required Notification of Emergency Medical Services (EMS)**
After every administration of any legend (prescribed) drug or controlled substance by nasal spray to a student by a school employee who is not a school nurse, Emergency Medical Services (911) will be summoned as soon as practicable.

**Discontinuation of Medication**
If the district decides to discontinue administering a student’s medication, the Superintendent or his or her designee must provide notice to the student’s parent or guardian orally and in writing prior to the discontinuance. There shall be a valid reason for the discontinuance that does not compromise the health of the student or violate legal protections for the disabled.