

**Monroe 2-Orleans BOCES Policy**  
**Series 6000 – Students**  
**Policy #6452 – ADMINISTERING MEDICATION**

Many students are on different types of medication for various reasons. A list of these students who receive medication will be made available to the building administrator and Special Education Supervisor by the Director of each program and a proper process for use of the medication will be developed at each site.

Students who are required to take medication during school hours must provide the building administrator with a written parental/legal guardian request accompanied by written authorization by a licensed physician. Such written consent shall be on file with the school authorities. Medication is to be brought to the school health office in its original labeled container. Unless the student is properly designated, in accordance with State Education Department Guidelines, as being able to self-administer their own medication, students are to use the approved medication under direct supervision of an appropriate staff member.

Procedures for taking medications off school grounds or after school hours while participating in a school-sponsored activity will be in accordance with State Education Department Guidelines.

**Self Carry and Self Administration of Medication in Schools**

BOCES permits students who have both written provider orders and parent or legal guardian consent to self-carry and self-administer inhaled rescue medication (albuterol), epinephrine auto-injector, and insulin, glucagon and other supplies for diabetes management (Education Law Article 19 §916, §916-a, §916-b effective July 1, 2015).

A record of such physician/parental/legal guardian permission shall be maintained in the school office.

Health office personnel will maintain regular parental/legal guardian contact in order to monitor the effectiveness of such self-medication procedures and to clarify parental/legal guardian responsibility as to the daily monitoring of the student to ensure that the medication is being utilized in accordance with the physician's instructions. Additionally, the student will be required to report to the health office on a periodic basis as determined by health office personnel so as to maintain an ongoing evaluation of the student's management of such self-medication techniques, and to work cooperatively with the parents/legal guardians and the student regarding such self-care management.

Students who self-administer medication without proper authorization, under any circumstances, will be referred for counseling by school nursing personnel. Additionally, school administration and parents/legal guardians will be notified of such unauthorized use of medication by the student, and school administration may also be involved in determining the proper resolution of such student behavior.

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Education Law Section 916

**Policy References:**

Refer also to Policy #6420 -- Accidents/First Aid Treatment.

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