



*Dedicated to Excellence*  
Cherry Creek Schools

Dear Parent/Guardian:

I would like to take this opportunity to acquaint you with the Cherry Creek School District's (CCSD) procedures for administering medications to students pursuant to school board policy JLCA, Student Health Services and Requirements.

**These policies are designed to ensure the safety of our students and require:**

1. The school shall have received written orders for administration of the medication from the student's licensed health care practitioner with prescribing authority. Also, the parent shall authorize school personnel to confer with the prescribing healthcare provider.
2. The school shall have written permission on the CCSD school district's form from the parent/guardian to administer the medication.
3. Medication will be administered by the school nurse, or by school personnel whom the registered nurse has trained and delegated the task of giving such medication. (A parent is always welcome to come to the school and administer medication to his or her own child.)
4. Medication shall be in the original, properly labeled container with the current date printed on the container, and all other parameters required for medication administration (student name, prescribing physician's name, drug name, dose, route, time and/or frequency).
5. In some instances, at the high school level, students who demonstrate responsibility may be allowed to carry their medications on their person and self-administer such medication in accordance with the current pharmacy-labeled container, or in the case of over-the-counter medication, in accordance with the manufacturer's label. Students who misuse this privilege may be subject to disciplinary action per applicable school board policies. Please contact your high school nurse for additional information.

**The following guidelines shall also pertain to the administration of medication to students in the school setting:**

**Rescue/Prescription medications:** (Albuterol and epinephrine) shall be kept in the clinic unless written permission for a student to carry these prescription drugs has been agreed to by the physician, parent and school nurse. This written agreement form is located in the school clinic and on the Health Services web page (<http://cherrycreekschools.org/HealthServices/Pages/default.aspx>). It requires, in part, that the student has demonstrated the necessary maturity to keep it on their person.

**Prescription Medications:** Most pharmacies are able to provide an extra labeled container so that a prescription can be divided and placed in a properly labeled container for school use. If the dose or the directions change, a new form/container must be submitted.

**Over-the-counter medications:** Written parental permission is required for administration of over-the-counter medications. Since many medications resemble another in appearance, medication must be sent to the school in the original manufacturer's container with the label intact. If a student requires a dosage outside the manufacturer's recommendations, a healthcare provider's authorization for the variation is required in addition to the parent's signature. Since aspirin has been associated with Reyes Syndrome when given to children with influenza or

chickenpox, medications containing aspirin may only be administered with a healthcare provider's and a parent/guardian's signature.

**Homeopathic/Herbal medications:** These medications may be considered to be over-the-counter medications, but require written permission for administration in the school setting by both a healthcare provider and the student's parent/guardian. Some homeopathic preparations may require a review from the Cherry Creek School District Medical Advisory Board.

**Medical Marijuana:** Administration of medical marijuana is addressed by CCSD BOE Policy JLCDB Administering Medical Marijuana to Qualified Students on District Property.

**Transportation of medications:** Parents/guardians are personally responsible for the delivery of student medications to and from school, and should hand them directly to the nurse, building administrator, or other school official. In the event an approved adult is unable to bring the prescription to school, that individual shall contact the school and notify the nurse or other school official of the date the medication is to arrive, giving the name of the medication and the exact quantity of medication included in the properly labeled container. Any medication sent to the school without the labeled container will be kept in the clinic or main office to be returned to the parent. Additionally, any unused medication will be available for pickup through the end of the school year by the parent/guardian. Any medication not picked up will be discarded. The schools will not send unused medication home with students.

**Planning ahead:** It is recommended that any student requiring a medication at school or at home have a seventy-two (72) hour supply kept in the clinic in the event of an unpredictable local emergency. Please discuss this with your healthcare provider or the school nurse if you are wondering about your child's needs.

**Confidentiality of student records.** The confidentiality of school district records are protected by the Family Educational Rights to Privacy Act (FERPA). The Health Insurance Portability and Accountability Act (HIPAA) does not apply to schools or the health records maintained within the school nurse's office.

**Nursing Procedures:** All medical procedures performed during a child's day at school require a "Permission for Nursing Procedure" form to be signed by attending physician and parent/guardian. Procedures requiring this form include but are not limited to tube feeding, tracheostomy care, suctioning and other medical treatments. All nursing procedure forms shall be renewed annually at the beginning of the school year and as needed in response to a change in student health status.

**Individual Health Plans (IHP).** The IHP is developed by the professional school nurse to address and communicate the health needs of the student to school personnel with an educational interest in the student. The IHP development and implementation by the RN allows sharing of necessary information and planning for student health needs to maximize student access and participation in their education. All IHPs are renewed annually at the beginning of the school year and as needed in response to a change in student health status.

Communications with the school nurse are essential in ensuring your student's health needs are addressed in the school setting. If your student requires medication, nursing procedures and or an individual health plan, please call your school nurse the week prior to school beginning to discuss the needs of your student.

We look forward to helping your student have a safe and healthy educational experience this year.

Sincerely,  
Michelle Weinraub, RN, MSN, NCSN  
CCSD Director of Health Services  
720-554-4274

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