



*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 procedures for administering medications to students pursuant to CCSD Board of Education (BOE) policy JLCA, Student Health Services and Requirements.

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

1. The school will have received written permission from the parent/guardian to administer the medication. When such a request is made by a parent/guardian, a full release from the responsibilities pertaining to side effects or other medical consequences of such medications also must be presented.
2. 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.)
3. 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).
4. In some instances 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 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:** Rescue medications should 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. It requires, in part, that the student has demonstrated the necessary maturity to keep it on their person.

**Prescription Medications:** Prescription medications require written permission for administration in the school setting from both a healthcare provider and a parent/guardian. Most pharmacies can 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 are not 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. Homeopathic preparations may require a review from the Cherry Creek School District Medical Advisory Board.

**Medical Marijuana:** Administration of medical marijuana is guided 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 per Colorado Board of Health guidelines. 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 and the school nurse to plan for your child's needs.

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

**Nursing Procedures:** All medical procedures performed during 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 tracheostomy care, suctioning and other medical treatments. Tube feedings require the "Tube Feeding Authorization" form. All nursing procedure and tube feeding 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 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.

Communicating with the school nurse is 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 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,  
Suzanne Oro, RN, MSN, NCSN  
Director of Health Services

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