



HRCS Medication Administration Policy

Purpose

This policy ensures the safe administration of medication to students at High Rockies Community School (HRCS) during the school day and at school-sponsored events or field trips. The policy follows Colorado State Law, the Colorado Nurse Practice Act, and Charter School Institute (CSI) recommended guidelines to ensure student safety, protect staff from liability, and maintain proper procedures for medication administration.

General Medication Administration Guidelines

HRCS strongly recommends that all students stay home when they are sick to avoid spreading illness. When possible, medications should be given before or after school. We recommend that medications prescribed three times daily (TID) be taken before school, right after school, and at bedtime to space the doses evenly.

If medication must be administered during school hours, it will only be done in accordance with Colorado State Law and HRCS medication administration policies. Staff members who administer medication have completed a medication administration course and are delegated by the school's Registered Nurse (RN).

Medication Storage and Access

All medications at school are monitored, locked, and accessible only by trained staff members.

Medication Administration Process

1. Parent or Guardian Dispensing

A student's parent or legal guardian may come to the school or school-sponsored event to dispense the medication directly.

2. Staff Member Dispensing

A staff member who has been trained and delegated by the RN may administer the medication, provided the following requirements are met:

- **Authorization to Administer Medication:** A completed form, signed by the parent/legal guardian and the prescribing provider, must be submitted for any medication, including prescription and over-the-counter (OTC) medications. This

form must be renewed annually. The provider's signature is required for all prescription medications, and OTC medications require a parent/legal guardian's signature.

- Medication Requirements: All medications must be in their original packaging, labeled with the student's name, date, medication name, dose (specific), and time to be given.
- FDA Approval: All medications must be FDA-approved. We cannot administer any medication that is not FDA-approved or lacks a licensed provider's signature.
- Over-the-Counter (OTC) Medications: OTC medications must be in their original packaging with dosage and times clearly stated.

3. Self-Carry Medications

A student with asthma, anaphylaxis, diabetes, or another life-threatening condition may possess and self-administer their medication (e.g., inhalers, EpiPens, insulin pumps). The student will need an approved "Care Plan," signed by their licensed provider, and must follow the medication administration procedures. Self-carry medication authorization must be renewed yearly.

4. Medication for Field Trips

Medications for field trips should be submitted at least one week in advance. The required medication administration forms and any "Care Plans" should be submitted as part of the registration paperwork or by the field trip deadline. HRCS has the right to deny the administration of medication if the necessary paperwork is not submitted in a timely manner.

Prohibited Medication Practices

- Students are not permitted to carry or self-administer over-the-counter (OTC) medications unless authorized by the school.
- Medications should not be sent home with students in their backpacks or carried by students unless authorized for self-carry use.

Medication Documentation

- Authorization to Administer Medication: A form that must be signed by a licensed provider (for prescription medication) or a parent/guardian (for OTC medications). This must be completed for all medications.
- Care Plan: A specific care plan will be developed for students with severe allergies, asthma, epilepsy, diabetes, or any other condition that could require intervention. The plan must be completed and signed by the student's provider and will be kept on file for reference by staff.
- Medication Collection: All medications should be brought to the front office or the school nurse, not with the student.

Medication Management and Safety

- Parents/guardians are responsible for ensuring that medications are delivered to school on time, and that the correct documentation is completed.
- Medications must be submitted to the school at least one week before school starts and one week prior to overnight field trips.
- Medications will be stored securely and only accessible by trained school staff or those authorized to administer them.

Compliance with Policy

Failure to submit the necessary forms, documentation, or medications by the deadlines could result in the denial of medication administration at school or during school-sponsored events.

Contact Information

For questions related to medication administration or to submit forms, please contact:

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(719) 394-8163

LEGAL REFS.:

C.R.S. 22-1-119.3 (Administration of medication)

C.R.S. 25-1.5-109 (Colorado Department of Public Health and Environment – medication in schools)

Colorado Nurse Practice Act, C.R.S. 12-255-101 et seq.

1 CCR 301-95 (Rules for the Administration of Medications by School Personnel)

Individuals with Disabilities Education Act (IDEA), 20 U.S.C. §1400 et seq.

Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. §794

Americans with Disabilities Act (ADA), 42 U.S.C. §12101 et seq.