

Book	Policy Manual
Section	Issue 1 of 2025 March PDQ (Revised - REQUIRING DISTRICT CUSTOMIZATION)
Title	Administering Medicines to Students
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Administering Medicines to Students

Administering Prescription Drugs to Students

Many students are able to attend school regularly only through effective use of medication in the treatment of disabilities or illnesses that do not hinder the health or welfare of others. If possible, all medication should be given by the parent(s) at home. If this is not possible, it is done in compliance with the following.

1. A prescription drug is a drug that is to be administered pursuant to the instructions of the prescriber, whether or not required by law to be sold only upon a prescription.
2. Only employees of the Board who are licensed health professionals, or who are appointed by the Board and have completed a drug administration training program meeting State law requirements, conducted by a licensed health professional and considered appropriate by the Board, can administer prescription drugs to students.
3. The school nurse or an appropriate person appointed by the Board supervises the secure and proper storage and dispensation of medications. The prescription drug must be received in the container in which it was dispensed by the prescribing physician or others licensed to prescribe medication.
4. Written permission must be received from the parent(s) of the student, requesting that the school nurse or an appropriate person comply with the physician's order.
5. The school nurse or other designated individual must receive and retain a statement which complies with State law and is signed by the physician who prescribed the prescription drug or other person licensed to prescribe medication.
6. The parent(s) must agree to submit a revised statement, signed by the physician or other licensed individual who prescribed the prescription drug, to the nurse or other designated individual if any of the information originally provided by the physician or licensed individual changes.
7. No employee who is authorized by the Board to administer a prescription drug and who has a copy of the most recent statement is liable in civil damages for administering or failing to administer the prescription drug, unless he/she acts in a manner which would constitute "gross negligence or wanton or reckless misconduct."

Administering Over-the-Counter Drugs to Students

An over-the-counter drug is a drug that may be legally sold without a prescription and that is administered without the instruction of a prescriber.

Authorized employees may, in the course of their employment, administer over-the-counter drugs to students in accordance with procedures developed by the Superintendent/designee. Such procedures must at minimum require parental consent for administration.

These procedures for over-the-counter medications do not apply to care given in the following situations; such situations are managed in accordance with law and any applicable policies and procedures:

1. emergency care occurring at the scene of an emergency outside of a hospital, doctor's office, or other place having proper medical equipment;
2. emergency care administered by a physician, dentist, or nurse volunteering at a school athletic event;
3. emergency care provided in a school district pursuant to an emergency medical authorization submitted by a student's parent or guardian;
4. emergency use of epinephrine autoinjectors in a school district pursuant to a school policy regarding their use;
5. diabetes care provided in accordance with an order signed by a student's treating practitioner;
6. emergency use of inhalers in a school district pursuant to a school policy regarding their use and
7. emergency use of injectable or nasally administered glucagon in a school district pursuant to a school policy regarding its use.

Religious Convictions

No person employed by the Board is required to administer a prescription or over-the-counter drug to a student except pursuant to requirements established under this policy. The Board shall not require an employee to administer a prescription or over-the-counter drug to a student if the employee objects, on the basis of religious convictions, to administering the drug.

Inhalers for Asthma

Students have the right to possess and use a metered-dose inhaler or a dry-powder inhaler to alleviate asthmatic symptoms or before exercise to prevent the onset of asthmatic symptoms. The right applies at school or at any activity, event or program sponsored by or in which the student's school is a participant.

In order for a student to possess the inhaler, he/she must have written approval from the student's physician and parent or other caretaker. The principal and/or the school nurse must have received copies of these required written approvals.

Epinephrine Autoinjectors

Students are permitted to carry and use an epinephrine auto injector (EpiPen) to treat anaphylaxis (severe allergic reactions). The right to carry and use an EpiPen extends to any activity, event or program sponsored by the student's school or activity, event or program in which the school participates.

Student possession of an EpiPen is permitted only if the student has written approval from the prescriber of the medication and, if a minor, from his/her parent. Written approval must be on file with the principal and, if one is assigned, the school nurse. In addition, the principal or school nurse must receive a backup dose of the medication from the parent or student.

Diabetes Medication

If a student's treating physician determines a student with diabetes is capable of performing diabetes care tasks, the student is permitted to attend to the self-care and management of his/her diabetes during regular school hours, and at school-sponsored activities upon written request from the student's parent/guardian or other person having care or charge of the student. Students may perform these tasks in the classroom, in any area of the school or school grounds, and at any school-sponsored activity. Students are permitted to possess, at all times, the necessary supplies and equipment to perform the tasks in accordance with the student's treating physician's orders. This right may be revoked if the student performs any care tasks or uses medical equipment

for purposes other than the student's own care. The student is provided with a private area for performing self-care tasks if requested by the student, student's parent/guardian or other person having care or charge of the student.

Seizure Medication

If a student has an active seizure disorder diagnosis, the school nurse, or another school employee if the school does not employ a nurse, will create an individualized seizure action plan for that student in accordance with State law. The action plan must include information on how to administer prescribed seizure drugs to the student and school districts must designate at least one employee in each school building aside from a school nurse to be trained every two years on implementing seizure action plans, including training in administering seizure drugs.

Prescription drugs prescribed for a seizure disorder that are to be administered to students may be kept in an easily accessible location.

Students are allowed to possess seizure medications at school or at any activity, event or program sponsored by or in which the student's school is a participant, if the student has the written approval of the student's physician containing all information required by law and, if the student is a minor, the written approval of the parent, guardian, or other person having care or charge of the student. The school principal and, if a school nurse is assigned to the student's school building, the school nurse, must receive copies of the written approvals.

Legal References

ORC 2305.23
 ORC 2305.231
 ORC 3313.64
 ORC 3313.7112
 ORC 3313.7117
 ORC 3313.712
 ORC 3313.713
 ORC 3313.716
 ORC 3313.718
 ORC 3314.03
 ORC 3314.141
 OAC 3301-35-06

Cross References

EBBA, First Aid
 JFCH, Alcohol Use by Students
 JFCI, Student Drug Abuse

NOTE: This policy must be accompanied by regulations formally adopted by the Board, which enumerate in more specific terms the requirements of Ohio Revised Code Section (RC) 3313.713.

House Bill (HB) 70 (2024) requires districts to modify medication policy to address the authority of its employees, when acting in situations other than those addressed by provisions of State law, to administer over-the-counter drugs to students enrolled in the schools of the District. The policy may include provisions on the following:

- 1. Whether the District will authorize any employees, in the course of their employment, to administer any over-the-counter drugs to students;*
- 2. Whether the permission of the parent or guardian will be required before a District employee may administer an over-the-counter drug to a student. In light of changes from HB 8 (2024) districts should consider requiring such parental permission.*

Beginning July 1, 2011, HB 009 permits only employees of the Board who are licensed health professionals, or who have completed a drug administration training program conducted by a licensed health professional and considered appropriate by the Board, to administer prescription drugs to students in school districts.

The law grants boards the continued authority to outright prohibit any employee, including licensed health professionals, from administering any prescription drugs to students, or to prohibit administration of drugs that require certain procedures, such as injections.

Students With Diabetes

HB 264 (2014), effective September 11, 2014, requires districts to ensure that each student with diabetes who is enrolled in the District receives appropriate and needed diabetes care in accordance with an order signed by the student's treating physician, and in accordance with State law. These requirements appear in RC 3313.7112, and include specific training requirements for nonlicensed health professionals who perform diabetes care tasks for such students — including administration of medications. Within 14 days of receipt of an order signed by a student's treating physician, the Board must inform the student's parent/guardian or other person having care or charge of the student that the student may be entitled to a 504 plan regarding the student's diabetes. If a student has a 504 plan, the specific provisions of State law may be integrated into this student's plan. However, there is no requirement that a student has to have a 504 plan to receive the necessary care outlined.

If the required statutory criteria are met, a student may manage his/her care within the classroom, and all other areas of the school, and possess the equipment and supplies necessary for this care. A student with diabetes must be permitted to attend the school to which he/she would be assigned if the student did not have diabetes, and care must be provided at the school in accordance with the provisions of RC 3313.7112.

A district cannot compel or require employees to complete the statutory trainings, and cannot discipline employees for refusing to be trained. HB 367 (2014) allows a board of education to contract with an educational service center (ESC) for a school nurse, registered nurse or licensed practical nurse employed by the ESC to provide diabetes care to students in the District.

Annually, by December 31, the District must report to the Ohio Department of Education and Workforce the number of enrolled students with diabetes during the previous school year, and the number of errors associated with administration of diabetes medication during the previous school year.

HB 33 (2023), effective October 3, 2023, requires public school districts and chartered nonpublic schools to create an individualized seizure action plan for every student with an active seizure disorder diagnosis. The new provision also includes training requirements for school staff on implementation of the plan and administration of prescribed seizure disorder drugs to students subject to an individualized seizure action plan. In addition to a written request from the student's parent(s), guardian(s) or other person(s) in charge of the student to have one or more prescribed seizure drugs administered to him/her, seizure action plans must also include drug information from the student's treating practitioner and any other component required by law.

THIS IS A REQUIRED POLICY

Legal

[ORC 2305.23](#)

[ORC 2305.231](#)

[ORC 3313.64](#)

[ORC 3313.7112](#)

[ORC 3313.7117](#)

[ORC 3313.712](#)

[ORC 3313.713](#)

[ORC 3313.716](#)

[ORC 3313.718](#)

[ORC 3314.03](#)

[ORC 3314.141](#)

[OAC 3301-35-06](#)