



Forest Ranch Charter School

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Board Policy – Administration of Medicines and First Aid

1. Purpose

- a. The governing board recognizes that students may require medication during school hours or may be injured while on campus rendering first aid necessary. The purpose of this policy is to ensure that medications and first aid are administered properly and according to all applicable laws.

2. Administration of Medication

- a. The school staff is responsible for the administration of medication to students attending school during regular school hours.
- b. It is imperative that practices followed in the administration of medication be carefully delineated to ensure the safety of our students and the legal protection of our employees.
- c. The school, upon request from the parent/guardian and verification from a physician, will endeavor to provide for the administration of prescribed medication to allow the student to attend school, if the student is unable to take the medication without assistance or supervision.
- d. Guidelines for Administration of Medication
 - i. The primary responsibility for the administration of medication rests with the parent/guardian, student and medical professional.
 - ii. Medication shall be administered only during school hours if determined to be absolutely necessary on an ongoing basis.
 - iii. If the medication must be administered during school hours, then every attempt shall be made to have the student self-administer or another family member administer the medication at school.
 - iv. If the child is unable to self-administer, then voluntary participation of school staff will be garnered to administer the medication.
 - v. The school recognizes the rights of staff to choose not to be involved in the administration of medication.
 - vi. The parent/guardian shall sign a release/consent form, which is to be kept on file by the Director or designee.
 - vii. The release/consent form shall be supported by a signed statement from a medical professional.
 - viii. The Director or designee shall keep records of medication administered at the school.

- ix. The Director or designee shall locate all medication in a secure setting.
- x. The Director or designee shall return all surplus medication to the parent/guardian upon completion of the regimen or prior to summer holidays.
- xi. The Director or designee shall establish emergency procedures for specific medical conditions that require an immediate response (i.e. allergies, asthma, diabetes).

3. Administration of First Aid and CPR

- a. All teachers, coaches, after school supervisors, and yard duty supervisors shall be certified in first aid and CPR and shall be re-certified as necessary.
- b. The office, every classroom, and at least one yard duty supervisor shall have a First Aid Kit containing appropriate supplies. First aid will be administered whenever necessary by trained staff members only.
- c. Teachers or appropriately-trained designees shall have a First Aid Kit in their possession at all times during school-sponsored field trips or any type of off-campus event.
- d. When an injury is deemed to require care beyond standard First Aid level care, emergency personnel will be called to campus. Students shall not be transported by staff for medical care without the express permission of parents/guardians.
- e. The school will make every effort to be adequately prepared to care for all students in critical situations resulting from a major emergency or disaster. The school will review this plan periodically and hold several emergency drills throughout the year.

4. Adoption

- a. This board policy was initially adopted by the Forest Ranch Charter School governing board on January 21, 2014.
- b. This board policy was most recently reviewed on February 20, 2018.
- c. The next annual review will occur on or before February 20, 2019.