

## **Possession of Medication by RSU #19 Employees**

The Board recognizes that employees of RSU #19 may require medication during working hours. The district will not deny occupational opportunities to employees requiring the administration of medication in order to remain in attendance and perform in duties outlined in their job description.

The intent of this policy is to promote the safe self-administration of medication and the prevention of this medication being acquired by students while the employee is working on and/or off the premises.

The Board disclaims any and all responsibility for the diagnosis, prescription of treatment, and administration of medication for any employee, and for any injury arising from an employee's self-administration of medication.

### **DEFINITIONS**

“Administration” means the provision of prescribed medication to an employee according to the orders of a health care provider.

“Health care provider” means a medical/health practitioner who has a current license in the State of Maine with a scope of practice that includes prescribing medication.

“Medication” means prescribed drugs and medical devices that are controlled by the U.S. Food and Drug Administration and are ordered by a health care provider. It also includes but is not limited to, over-the-counter medications (OTCM) that can be purchased by individuals without going through the pharmacy or prescribed by the employee's health care provider, such as cough syrups, stomach acid relief, head and body ache remedies, eye relief etc. Physical properties may include but are not limited to; tablet, liquid, soft gel chewable or drop form, creams, ointments and sprays.

“Self-administration” is when the employee administers medication independently to him/herself with or without direct supervision.

### **SELF ADMINISTRATION OF MEDICATION**

A. Health Care Provider's Order: All medications, prescribed or self-purchased, must be in the original container.

If prescribed, such order must include:

1. The employee's name;
2. The name of the medication;
3. The dose;

4. The route of administration (e.g., tablets, liquid, drops);
5. Time intervals for administration (e.g., every four hours, before meals) including any special instructions; and
6. The name of the prescribing health care provider.

Over the Counter Medications (OTCM) will be kept in the original container, secured in personal property, including but not limited to bags, backpacks, purses, pockets, etc. not visible in plain sight. Medications of any type or form shall not be stored in the property of the RSU unless first secured in personal property.

The Superintendent and/or administrator shall be responsible for providing oversight for:

1. Safe transport of medication while on school grounds;
2. Accountability for medications, particularly those regulated by the Federal Narcotics Act;
3. Proper storage of medication while at school; and
4. For disciplinary actions on an individual basis.

Medication will not be disposed of on RSU#19 grounds. Disposing of medication on school grounds is justification for disciplinary action.

RSU #19 encourages employees to:

- Be concerned about working in a safe environment;
- Support fellow workers in seeking help;
- Use the employee assistance program; and
- Report dangerous behavior to their supervisor.

Cross Reference: JLCD Administration of Medication to Students