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**SELF ADMINISTRATION OF MEDICATION POLICY**

California Pacific Charter Schools (“CPCS” or “Charter School”), adopts this Self Administration of Medication Policy for students enrolled in CPCS.

The purpose of this policy is to ensure the safe, accurate self-administration of medication to students during school hours in compliance with the California Education Code, legal mandates and safe practice (California Education Codes Sec. 49423-49423.1; American Disabilities Act, Section 504).

**General Policy**

All medications, including prescription and over the counter medication administered to students by themselves shall require a signed "Authorization for Student to Self-Possess / Self-Administer Medication" form. The medication administration form must be signed by the legal parent/guardian and authorized prescriber and shall include: (1) student’s name; medication name; medication dosage, medication frequency and duration of treatment; possible side effects; and confirmation that the student is able to self-administer such medication. (2) consent authorizing designated school personnel to contact physicians should questions arise.

**Procedure**

In order for a student to self-possess and/or self-administer prescription and/or over the counter medication, the following criteria must be met:

1. The parent/guardian shall obtain a written statement from the physician, surgeon or physician assistant detailing: student’s name; medication name; medication dosage, medication frequency and duration of treatment; possible side effects; and confirmation that the student is able to self-administer such medication.
2. The parent/guardian shall complete this Authorization for Student to Self-Possess / Self-Administer Medication, providing consent for the student to self-possess/self-administer medication; allowing consent for designated school personnel to consult with the student’s physician if questions or concerns arise; and releasing the school, district and school personnel from civil liability if the self-administering student suffers an adverse reaction as a result of self-administering medication pursuant to this paragraph.

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3. The written statements specified in this subdivision shall be provided at least annually and more frequently if the medication, dosage, frequency of administration, or reason for administration changes.

**Additional Information**

1. Self-possession means that under the direction of the physician, the student may carry medication on his/her person to allow for immediate and self-determined administration.
2. Self-administration means that the student can administer the medication in a manner directed by the physician without additional direction or supervision by school staff.
3. For medication other than inhalers/epipens, only that day's supply of medication is to be carried.
4. The student must carry a copy of this form in order to carry their medication. School administrators and appropriate teachers are informed on a need-to-know basis that the student is permitted to self-possess/self-administer medication.

**Legal References**

Most of the legal references for this section can be found in the

1. California Department of Education Program Advisory on Medication Administration <http://www.cde.ca.gov/ls/he/hn/documents/medadvisory.pdf>.
2. Refer to the following education codes for additional information: 49423.1, 49423, 49414, 49414.7 and 49414.5. Full text of CA Codes retrievable at <http://leginfo.legislature.ca.gov/faces/codes.xhtml>