



**CITIZENS OF THE WORLD CHARTER SCHOOLS LOS ANGELES
ADMINISTRATION OF MEDICATION POLICY**

The Governing Board of Citizens of the World Charter Schools Los Angeles (“CWC LA”), hereby adopts this policy governing the administration of medication at each CWC LA school. CWC LA staff may be responsible for the administration of medication to students attending CWC LA Schools during regular school hours. It is imperative that best practices are followed in the administration of medication and carefully delineated to ensure the safety of our students and the legal protection of our employees.

Any pupil who is required to take, during the regular school day, medication prescribed for him or her by a physician and/or surgeon, or ordered for him or her by a physician assistant practicing in compliance with Chapter 7.7 (commencing with Section 3500) of Division 2 of the Business and Professions Code, may be assisted by designated school personnel or may carry and self-administer prescription auto-injectable epinephrine if CWC LA receives the appropriate written statements as follows:

1. In order for a pupil to carry and self-administer prescription auto-injectable epinephrine, the pupil's parent(s)/guardian(s) must provide CWC LA with both:
 - a. A written statement from the physician and surgeon or physician assistant detailing the name of the medication, method, amount, and time schedules by which the medication is to be taken, and confirming that the pupil is able to self-administer auto-injectable epinephrine; and
 - b. A written statement from the parent, foster parent, or guardian of the pupil consenting to the self-administration, providing a release for the designated school personnel to consult with the health care provider of the pupil regarding any questions that may arise with regard to the medication, and releasing CWC LA and school personnel from civil liability if the self-administering pupil suffers an adverse reaction as a result of self-administering medication.
2. Trained CWC LA personnel who have volunteered to administer an epinephrine auto-injector, may use epinephrine auto-injectors to provide emergency medical aid to persons suffering, or reasonably believed to be suffering from, an

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anaphylactic reaction. CWC LA will ensure it has the appropriate type of epinephrine auto-injector on each school site (i.e., regular or junior) to meet the needs of its pupils. CWC LA will ensure staff properly store, maintain, and restock the epinephrine auto-injectors as needed.

3. CWC LA will ensure any school personnel who volunteer to administer epinephrine auto-injectors are appropriately trained regarding the storage and emergency use of epinephrine auto-injectors based on the standards developed by the Superintendent of Public Instruction. CWC LA will distribute an annual notice to all staff describing the request for volunteers who will be trained to administer an epinephrine auto-injector to a person if that person is suffering, or reasonably believed to be suffering from, anaphylaxis. The annual notice shall also describe the training the volunteer will receive.
4. In order for a pupil to be assisted by designated school personnel in administering medication other than emergency epinephrine auto-injectors, the pupil's parent(s)/guardian(s) must provide CWC LA with:
 - a. A written statement from the physician and surgeon or physician assistant detailing the name of the medication, method, amount, and time schedules by which the medication is to be taken;
 - b. A written statement from the parent, foster parent, or guardian of the pupil indicating the desire that and granting permission to CWC LA personnel to assist the pupil in the matters set forth in the statement of the physician and/or surgeon or physician assistant; and
 - c. The pupil's medicine in the original pharmaceutical container.

Additional Policy Guidelines:

- The primary responsibility for the administration of medication rests with the parent/guardian, student and medical professional.
- Medication shall be administered during school hours only if determined by a physician to be necessary.
- Designated staff shall keep records of medication administered at the school.
- All medication will be kept in a secure and appropriate storage location and administered per physician's instructions by appropriately designated staff.

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- Designated staff shall return all surplus medication to the parent/guardian upon completion of the regimen or prior to summer holidays.
- Designated staff shall establish emergency procedures for specific medical conditions that require an immediate response (i.e. allergies, asthma, and diabetes).
- The written statements specified in this policy shall be provided at least annually and more frequently if the medication, dosage, frequency of administration, or reason for administration changes.
- A pupil may be subject to disciplinary action if that pupil uses auto-injectable epinephrine in a manner other than as prescribed.
- Any pupil requiring insulin shots must establish a plan for administration of insulin shots with the Principal in consultation with the parent/guardian and pupil's medical professional.