

How To Write A Bill

2018 YMCA IDAHO YOUTH IN GOVERNMENT STATE SESSION

* 1st Committee Action: _____ 2nd Committee Action: _____

* House Action: _____ Senate Action: _____

* Governor's Action: _____

* BILL NUMBER _____

* IN THE _____

* BY CENTRAL HIGH SCHOOL

AN ACT

* 1

Leave these blank. They will be assigned by the committee.

This is the first line. Number each line from here on.

Your school name goes here.

1 AN ACT

2 RELATING TO SCHOOL NURSES ADMINISTERING OVER THE COUNTER DRUGS AND
3 MEDICINE

4 BE IT ENACTED BY THE YMCA YOUTH LEGISLATURE

5 SECTION 1. School nurses shall be permitted to administer a maximum of
6 one dose of Over the Counter drugs or medicine per day to students who are
7 feeling ill. Over the Counter (OTC) is defined as drugs or medicines sold directly to
8 a consumer without prescription from a healthcare professional, as opposed to
9 prescription drugs, which may be sold only to consumers possessing a valid
10 prescription.

11 SECTION 2. These illnesses shall include but not be limited to headaches,
12 cramps, coughing, head cold, stomach ache, etc.

13 SECTION 3. Only licensed nurses may administer medications in the nurse's
14 office. Dispensing of medication by administrators, teachers, secretaries, aides,
15 and any other person employed by the school district is strictly prohibited.

16 SECTION 4. At the beginning of the school year, students will be required to
17 have on file, a signed authorization from their parents to dispense any OTC
18 medication.

19 SECTION 5. This authorization will describe the type and dosage of
20 medication allowed for their child and list what medications are expressly
21 prohibited.

22 SECTION 6. Excessive use of the OTC medications by any student will require
23 the student to resupply the nurse's office with the medication they use most often.

24 SECTION 7. Excessive shall be defined as more than six times during a
25 calendar month.

2 RELATING TO SCHOOL NURSES ADMINISTERING OVER THE COUNTER DRUGS AND MEDICINE.

Line 2 is the general topic of the act. It does not go into detail. One may not know the purpose of this bill from this line.

Line 2 is always written in all capital letters.

To read this continually from line 1. “An Act relating to school nurses administering over the counter drugs and medicine.

4 BE IT ENACTED BY THE YMCA YOUTH LEGISLATURE

Line 4 is formal language for “we want the Youth Legislature to put into law our bill”.

Line 4 is always in all capital letters.

The bill must be limited to what can be enacted by the YMCA Youth Legislature in IDAHO. We cannot make laws that extend to other States—that would be Federal Law. If a bill addresses Federal issues, it is dead in this Legislature.

5 SECTION 1. School nurses shall be permitted to administer a maximum of
6 one dose of Over the Counter drugs or medicine per day to students who are

Line 5 is the start of SECTION 1. Notice the word SECTION is in all capital letters. This helps it to stand out from the remainder of the text. Section 1 is also indented.

Line 5 continues the rest of the text for section 1. Each line is numbered to make it more convenient to discuss the bill in committee and on the floor. If any changes, amendments, are made to the bill, every one will be instructed to go to a specific line to make the change.

Section 1 is always what the bill is proposing to do. In this case, we want school nurses to dispense over the counter drugs like aspirin, ibuprofen, cough medicine, etc. without calling the parent.

11 SECTION 2. These illnesses shall include but not be limited to headaches,
12 cramps, coughing, head cold, stomach ache, etc.

The following sections begin defining the bill. This Section 2 explains what is meant by “ill” from Section 1. It defines what type of illnesses may be treated by over the counter drugs.

Notice the phrase, “shall include but not be limited to”. This covers any other situation that may come up that you may not have thought of and allow treatment for that situation.

Also notice the word “shall”. This is a demand not a suggestion. If this bill becomes law, this is what WILL happen. Always use shall, not should. Should is a suggestion not a demand.

13 SECTION 3. Only licensed nurses may administer medications in the nurse's
14 office. Dispensing of medication by administrators, teachers, secretaries, aides,
15 and any other person employed by the school district is strictly prohibited.

Notice in Section 1 that it states “School nurses shall be permitted”.

Section 3 further defines who is permitted to dispense the over the counter drugs. It is limited to the licensed school nurse. All other persons in the school are prohibited in doing so.

This eliminates all the “what if” scenarios. “What if the nurse is gone and a student has a bad headache” etc.

16 SECTION 4. At the beginning of the school year, students will be required to
17 have on file, a signed authorization from their parents to dispense any OTC
18 medication.

Section 4 deals with parent permission. Because students are minors, they cannot give permission to have themselves treated. If this form is on file, the school nurse will not have to call the parent for permission each time the student goes to the nurse.

This further defines the purpose of the bill as stated in Section 1.

19 SECTION 5. This authorization will describe the type and dosage of
20 medication allowed for their child and list what medications are expressly
21 prohibited.

The purpose of Section 5 is to further define the authorization form which is to be on file. If the type of drugs which are to be dispensed to the student are not specified, a drug may be administered to which the student may have an allergy.

22 SECTION 6. Excessive use of the OTC medications by any student will require
23 the student to resupply the nurse's office with the medication they use most often.

The purpose of Section 6 is to limit the number of times the student accesses the nurse's supply of over the counter medication. If the student uses it too often, the nurse's office must be resupplied at the student's expense.

What is excessive?

24 SECTION 7. Excessive shall be defined as more than six times during a
25 calendar month.

Section 7 defines excessive use.

Notice in all the sections of this bill, it does not say anywhere “WHY” we need this bill. The only content within the body of the bill is to explain what the bill is supposed to do and define the terms within the bill.

Each individual line is numbered.

*Sections are indented and the term SECTION is in all caps.
End each line with a period.*

STATEMENT OF PURPOSE

Students often leave school for minor issues that interfere with their learning experiences. Students are not permitted to carry their own medications to deal with those minor issues. If school nurses can give OTC medications to students, more students will stay in school throughout the day and not miss out on their educational experiences.

The STATEMENT OF PURPOSE is where you place the “why we need this bill”. To keep students in school instead of going home with cramps, let the school nurse dispense over the counter drugs.

There should not be statistics here or long explanations. Keep the Statement short and sweet. The long explanation with all of the supporting facts go into the testimony given by the lobbyist when presenting the bill to the committee.

FISCAL IMPACT

The School Districts will allocate funds to cover the costs of a variety of OTC medications through funding from the state including health child grants.

The FISCAL IMPACT refers to “what will this cost the taxpayer?” If this will not raise taxes, then there is no fiscal impact.

In the case of this bill, it may be argued that since taxes pay for schools, this may indeed raise taxes, therefore it included the possibility of grants.