

## Lower Merion School District

Policy No.:	210
Section:	STUDENTS
Title:	USE OF MEDICATION
Date Adopted:	7/23/90
Date Last Revised:	3/19/12; 10/24/05; 3/07/05 7/15/02; 12/19/04; 1/18/93
Effective Date of Amendment:	7/01/12
Revised	1/28/19

### 210 USE OF MEDICATION

#### 1. Purpose

In order to promote student health, safety and well-being, this Policy specifies the conditions and circumstances under which medication shall be administered by school personnel to students or under which students may self-administer medication, during school hours at any school-sponsored activity, or on a conveyance providing transportation to or from a school or school-sponsored activity. This policy is intended to align with all applicable Federal and State laws relevant to the administration of medication in the school setting and during school-sponsored activities.

#### 2. Definitions

**“Medication”** shall mean all medicines prescribed by a licensed prescriber and any over-the-counter medicines, including homeopathic, herbs, enzymes, vitamins and minerals. This definition includes, but is not limited to, research or investigational medications and off-label drugs.

**“Asthma inhaler”**, also referred to as a “rescue inhaler”, means a device used for self-administration of short acting, metered doses of prescribed medication to treat an acute asthma attack.

**“Authorized student”** is any student who is eighteen years of age or older, or has married, or has been pregnant, and who may therefore give effective consent to medical, dental and health services for themselves.

**“Emergency care plan”** means written steps for District staff to follow in dealing with a life threatening or seriously harmful health situation for an individual student. An emergency care plan is initiated by responsible personnel, and may be part of a student’s individualized health care plan (IHP), 504 Plan or IEP with a medical component.

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**“Emergency self-administration”** means self-administration of pre-approved medication to avoid immediate and substantial risk to health, including but not limited to, an epinephrine auto injector (Epi-Pen/Epi-Pen, Jr.), insulin, glucose tablets, glucagon, or a rescue inhaler.

**“Individualized health care plan (IHP)”** means a written plan for responsible personnel to follow in meeting an individual student’s health care needs. An IHP is initiated by responsible personnel. The IHP may be part of a Section 504 Service Agreement (“504 Plan”) or Individualized Education Plan (“IEP”) with a medical component.

**“Licensed caregiver”** means, for the purposes of medical marijuana, an individual age 21 years of age or older who is registered with the PA Department of Health to administer medical marijuana to a student with patient certification for medical marijuana.

**“Licensed prescriber”** may include the following professionals, if they have prescriptive authority, within the scope of practice approved by the Department of State: licensed physicians, podiatrists, dentists and optometrists, certified registered nurse practitioners, and physician’s assistants.

**“Medical marijuana”** is marijuana in an approved form as prescribed by a physician approved by the PA Department of Health for a specific condition approved by the PA Department of Health.

**“Medication order”** means instructions to the responsible personnel from a licensed prescriber for the administration of medication. The medication order must contain the student’s name, the name, signature and phone number of the licensed prescriber, the name of the medication, route and dosage of the medication, frequency and time of the administration of the medication, date of the medication order, discontinuation date, and, if necessary, specific directions for administration of the medication.

**“Non-medical school personnel”** (trained diabetes personnel) includes school personnel who are not nurses or licensed health care providers who are trained and supervised to perform diabetes care tasks in the school setting. Trained diabetes personnel may be

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identified from existing school staff who are willing to serve in this role. School staff shall have the right to decline this responsibility.

**“Responsible personnel”** includes a certified school nurse or other licensed health personnel, such as a registered nurse or a licensed practical nurse. The administration of medication to a student may not be delegated to District staff other than responsible personnel except as set forth in this Policy and the accompanying Administrative Regulations. Certified athletic trainers should be specifically identified to administer epinephrine auto-injectors for known allergies.

**“School hours”** includes the school day and school-sponsored events such as athletics and extracurricular activities.

**“Self-administration”** means pre-approved medication administered directly by the student to herself/himself not in the presence of responsible personnel.

**“Standing order”** means medical directives written by the District’s physician.

### 3. Responsible Personnel

- a. The District is not responsible for the diagnosis and/or treatment of a student’s illness.
- b. The Superintendent or designee will periodically review state standards and direct responsible personnel accordingly.

### 4. Course of Action

- a. Planning for administration of medication during school hours and during school sponsored field trips and activities should begin before the school year or at the beginning of the school year and should include school administration, family, and health care providers.
- b. In accordance with written permission of the parent/guardian and with the medication order of the licensed prescriber, the administration of medication to a

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student during school hours and during school sponsored field trips and activities will be permitted only when (1) failure to take such medication would jeopardize the health of the student; and/or (2) the student would not be able to attend school or, if applicable, the field trip or other school sponsored activity if the medication were not made available during regular school hours; and (3) the medication does not exceed the usual recommended dose as listed in the Physicians Desk Reference, except as set forth in paragraph f., below.

- c. The Superintendent or designee will formulate Administrative Regulations, procedures, and, if applicable, forms for the following:
  - i. To describe procedures that a parent/guardian must follow before any medication will be administered to their child during school hours or, if applicable, during field trips and other school sponsored events. The procedures shall include a written request from the parent/guardian to administer the medication on a form specifically provided by the District, with a written medication order from the licensed prescriber. Except as specifically provided for in this Policy and the Administrative Regulations, all medications must be given to responsible personnel for storage and administration, and students are not permitted to carry medications on their persons during the school day;
  - ii. To address the delivery, storage, security, and disposal of medication in the school setting;
  - iii. To document the administration of medication in the school setting, including ensuring the positive identification of the student who receives the medication;
  - iv. To report medication variances and situations in which a student fails to appear for the administration of medication and/or refuses to take medications;

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- v. To address the development of Individualized Health Care Plans and Emergency Care Plans. This includes the development of forms to be completed in advance by the parent/guardian;
  - vi. To address health emergencies which incorporate applicable laws covering emergency responses. This includes appropriate training of staff and a procedure for emergency administration or emergency self-administration of medication; and
  - vii. To permit unsupervised self-administration and self-administration of prescribed and OTC medication by students in certain circumstances. These regulations shall address self-administration of medication on school property and in connection with any school-sponsored events such as athletics, extracurricular activities, field trips, and overnight student trips.
- d. All students with an identified need for epinephrine shall have an Emergency Care Plan. For life threatening situations indicating incipient anaphylactic shock, both responsible personnel and District staff that have been trained by responsible personnel shall be authorized to administer an epinephrine auto-injector according to procedures listed in the Administrative Regulations and to the student's Emergency Care Plan. However, no District staff shall administer epinephrine that is not in an "auto-injector form" except for responsible personnel, who may administer both the epinephrine auto-injector and epinephrine in injectable form. Only responsible personnel shall give an epinephrine auto-injector to a student who is not identified through an ECP as needing one.
- e. Nothing in this Policy is designed to prevent the administration of first aid, including administration of an epinephrine auto-injector, to a student when deemed necessary by responsible personnel, pursuant to the responsible personnel's professional judgment, unless such treatment has been expressly prohibited by a parent/guardian in writing.

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- f. Exceptions to this Policy must be approved by the Superintendent with direction from the District’s physician. This includes the need for approval by the Superintendent or designee, the District’s physician, and the parent/guardian through a written release, if a student’s licensed prescriber orders a prescribed medication or OTC medication which exceeds the usual recommended dose as listed in the Physicians Desk Reference.

References:

PA DOH, PDE and Department of State Guidelines for PA Schools for the Administration of Medications and Emergency Care (2010)

Public School Code: 24 P.S. Sections 1401, 1402, 1403, 1404, 1405, 1406, 1407, 1408, 1409, 1414, 1414.1, 1414.2, 1414.4, 1414.5

42 Pa. C.S. 8337.1

35 P.S. Sections 780-113.7, 780-113.8