

**Section: Students**

**Subject: Administering Medications**

**P-5141.21**

**Board Policy  
Milford Public Schools  
Milford, CT**

The Board of Education allows students to self-administer medication and school personnel to administer medication to students in accordance with the established procedures and applicable state regulations, Section 10-212a-1 through 10-212a-10 inclusive. In order to provide immunity afforded to school personnel who administer medication, the Board of Education, with the advice and approval of the District's School Medical Adviser and the Director of Nursing, shall biennially review and/or revise this policy and its regulations concerning the administration of medications to District students by a nurse, or in the absence of a nurse, by qualified personnel for schools. The Director of Health in concert with the District's School Medical Adviser shall approve this policy, its regulations and any changes prior to adoption by the Board.

**Definitions**

**Administration of medication** means any one of the following activities: handling, storing, preparing or pouring of medication; conveying it to the student according to the medication order; observing the student inhale, apply, swallow or self-inject the medication, when applicable; documenting that the medication was administered; and counting the remaining doses to verify proper administration and use of the medication.

**Authorized prescriber** means a physician, dentist, optometrist, advanced practice registered nurse or physician assistant and, for interscholastic and intramural athletic events only, a podiatrist.

**Before- and after-school program** means any child care program operated and administered by a local or regional Board of Education or municipality exempt from licensure by the Office of Early Childhood. Such programs shall not include public or private entities licensed by the Office of Early Childhood or Board of Education enhancement programs and extra-curricular activities.

**Board of Education** means a local or regional Board of Education, a regional educational service center, a unified school district, the regional vocational-technical school system, an approved private special education facility, the Gilbert School, the Norwich Free Academy, Woodstock Academy or a non-public school whose students receive services pursuant to Section 10-217a of the Connecticut General Statutes.

**Cartridge injector** means "cartridge injector" as defined in Section 10-212a of the Connecticut General Statutes, as may be amended from time to time; C.G.S. 10-212a defines the terms to mean an automatic prefilled cartridge injector or similar automatic injectable equipment used to deliver epinephrine in a standard dose for emergency first aid response to allergic reactions.

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**Carrier** means any local or regional school district, any educational institution providing elementary or secondary education or any person, firm or corporation under contract to such district or institution engaged in the business of transporting students, or any person, firm or corporation engaged in the business of transporting primarily persons under the age of twenty-one years for compensation.

**Coach** means an “athletic coach” as defined in Section 10-222e of the Connecticut General Statutes, as may be amended from time to time; C.G.S. 10-222e defines the term to mean any person holding a coaching permit issued by the State Board of Education who is hired by a local or regional board of education to coach a sport for a sport season as part of intramural and interscholastic athletics for a school or a school district.

**Controlled drugs** means those drugs as defined in Connecticut General Statutes Section 21a-240.

**Cumulative health record** means the cumulative health record of a student mandated by Section 206 of the Connecticut General Statutes, may be amended from time to time.

**Director** means the person responsible for the operation and administration of any school readiness program or before- or after-school program.

**Error** means:

- (1) The failure to do any of the following as ordered:
  - (a) Administer a medication to a student;
  - (b) Administer medication within the time designated by the prescriber;
  - (c) Administer the specific medication prescribed for a student;
  - (d) Administer the correct dosage of medication;
  - (e) Administer medication by the proper route; and/or
  - (f) Administer the medication according to generally accepted standards of practice; or
- (2) The administration of medication to a student which is not ordered by an authorized prescriber, or which is not authorized in writing by the parent or guardian of such student, except for the administration of epinephrine for the purpose of emergency first aid pursuant to Section 10-212a of the Connecticut General Statutes and subsection (e) of Section 10-212a-2 of the Regulations of Connecticut State Agencies;

**Extracurricular activities** means activities sponsored by local or regional Boards of Education that occur outside of the school day, are not part of the educational program, and do not meet the definition of before-and after-school readiness programs.

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**Guardian** means one who has the authority and obligations of guardianship of the person of a minor, and includes: (1) the obligation of care and control; and (2) the authority to make major decisions affecting the minor's welfare, including, but not limited to, consent determinations regarding marriage, enlistment in the armed forces and major medical, psychiatric or surgical treatment.

**Intramural athletic events** means tryouts, competition, practice, drills, and transportation to and from events that are within the bounds of a school district for the purpose of providing an opportunity for students to participate in physical activities and athletic contests that extend beyond the scope of the physical education program.

**Interscholastic athletic events** mean events between or among schools for the purpose of providing an opportunity for students to participate in competitive contests which are highly organized and extend beyond the scope of intramural programs and includes tryouts, competition, practice, drills and transportation to and from such events.

**Investigational drug** means any medication with an approved investigational new drug (IND) application on file with the Food and Drug Administration (FDA), which is being scientifically tested and clinically evaluated to determine its efficacy, safety and side effects and which has not yet received FDA approval.

**Licensed athletic trainer** means a licensed athletic trainer employed by the Board of Education pursuant to Chapter 375a of the Connecticut General Statutes;

**Medication** means any medicinal preparation including over-the-counter, prescription and controlled drugs, as defined in Section 21a-240 of the Connecticut General Statutes. This definition includes Aspirin, Ibuprofen or Aspirin substitutes containing Acetaminophen.

**Medication plan** means a documented plan established by the school nurse in conjunction with the parent and student regarding the administration of medication in school. Such a plan may be a stand-alone plan, part of an individualized health care plan, an emergency care plan or a medication administration form.

**Medication order** means the written direction by an authorized prescriber for the administration of medication to a student which shall include the name of the student, the name and generic name of the medication, the dosage of the medication, the route of the administration, the time of administration, the frequency of administration, the indications for medication, any potential side effects including overdose or missed dose of the medication, the start and termination dates not to exceed 12-month period, and the written signature of the prescriber.

**Nurse** means an advanced practice nurse, a registered nurse or a practical nurse licensed in Connecticut in accordance with Chapter 378 of the Connecticut General Statutes.

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**Occupational therapist** means an occupational therapist employed full time by the local or regional board of education and licensed in Connecticut pursuant to Chapter 376 of the Connecticut General Statutes.

**Paraprofessional** means a health care aide or assistant or an instructional aide or assistant employed by the local or regional Board of Education who meets the requirements of such Board for employment as a health care aide or assistant or instructional aide or assistant.

**Physical therapist** means a physical therapist employed full time by the local or regional Board of Education and licensed in Connecticut pursuant to Chapter 376 of the Connecticut General Statutes.

**Physician** means a doctor of medicine or osteopathy licensed to practice medicine in Connecticut pursuant to Chapter 370 and 371 of the Connecticut General Statutes, or licensed to practice medicine in another state.

**Principal** means the administrator in the school.

**Qualified medical professional** means “qualified medical professional”, as defined in Section 10-212a of the Connecticut General Statutes, as may be amended from time to time; C.G.S. 10-212a defines the term to mean a physician licensed under Chapter 370, an optometrist licensed to practice optometry under Chapter 380, an advanced practice registered nurse licensed to prescribe in accordance with Section 20-94a, or a physician assistant licensed to practice in accordance with Section 20-12d.

**Qualified personnel (A)** for schools means a qualified school employee who is (i) a full time employee, or is (ii) a coach, athletic trainer or school paraprofessional, or (B) for school readiness programs and before-and-after school programs, means the director or director’s designee and any lead teachers and school administrators who have been trained in the administration of medication;

**Qualified school employee** as defined in Section 10-212 of the Connecticut General Statutes means a principal, teacher, licensed athletic trainer, licensed physical or occupational therapist employed by a school district, coach or school paraprofessional.

**School** means any educational facility or program which is under the jurisdiction of the Board excluding extracurricular activities.

**School bus driver** means any person who holds a commercial driver’s license with a public passenger endorsement to operate a school bus pursuant to CGS 14-44.

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**School nurse** means a nurse appointed in accordance Connecticut General Statutes Section 10-212.

**School nurse supervisor** means the nurse designated by the Milford Director of Health as supervisor. The Milford Board of Education contracts with the Milford Health Department to perform certain responsibilities including designating the individual to be supervisor of the school nurses.

**School readiness program** means a program that receives funds from the State Department of Education for a school readiness program pursuant to subsection (b) of the Section 10-16p of the Connecticut General Statutes and exempt from licensure by the Office of Early Childhood pursuant to subdivision (1) of subsection (b) of Section 19a-77 of the Connecticut General Statutes.

**Self-administration of medication** means the control of the medication by the student at all times and is self-managed by the student according to the individual medication plan.

**Teacher** means a person employed full time by a Board of Education who has met the minimum standards as established by that Board for performance as a teacher and has been approved by the School Medical Adviser and the school nurse to be designated to administer medications pursuant to the Regulations of Connecticut State Agencies Sections 10-212a-1 through 10-212a-7.

### **General Policies on Administration of Medication**

Except for the administration of epinephrine as emergency first aid to students who do not have a prior written parent authorization or written medical order as provided in this policy, and for the self-application of an over-the-counter, non-aerosol sunscreen product by students six years of age and older with prior written parent authorization, no medication may be administered to any student without (1) the written order of an authorized prescriber, and (2) the written authorization of the student's parent or guardian or eligible student, and (3) the written permission of the parent for the exchange of information between the prescriber and the school nurse necessary to ensure the safe administration of such medication.

A school nurse, or in the absence of a school nurse, any other nurse licensed pursuant to the provisions of Chapter 378 of the Connecticut General Statutes, including a nurse employed by, or providing services under the direction of, the Board of Education at a school based clinic, may administer medication to students in accordance with all state laws and regulations and this policy and its regulations including those specifying required training and criminal background checks.

Absent the availability of a school nurse or other licensed nurse, certain qualified employees including paraprofessionals, coaches and licensed trainers, and others as specified in this policy and its regulations who have been properly trained may administer medication to students.

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Administration shall be in accordance with this policy, its regulations, state and federal law and state regulations for the administration of medication.

Prescribed medication shall be administered to and taken by only the student for whom the prescription has been written.

In compliance with all applicable state statutes and regulations, parents or guardians may administer medications to their own children on school grounds.

Students may be permitted to self-administer medication only in accordance with this policy, its regulations, state law and state regulations governing the administration of medication.

Any student who is six years of age or older may possess and self-apply an over-the-counter, non-aerosol sunscreen product while in school prior to engaging in any outdoor activity, provided prior written authorization signed by the student's parent or guardian is submitted to the school nurse. A District form will be made available to this purpose. Authorization is required to be renewed each school year. The possession and use by any student of an over-the-counter, non-aerosol sunscreen product shall be in accordance with this policy and its regulations.

For any FDA-approved medications being administered according to an approved study protocol, a copy of the study protocol shall be provided to the school nurse along with the name of the medication to be administered and the acceptable range of dose of such medication to be administered.

Investigational drugs or research or study medications may not be administered by qualified personnel for schools.

### **Administration of Medication by Qualified Personnel for Schools**

Qualified personnel for schools who have (1) been delegated by the school nurse upon approval of the school medical Adviser, (2) been properly trained in the administration of medication to students at least annually, and (3) satisfied a criminal history check may administer medications to students who have a written order from a physician, dentist, optometrist, advanced practice registered nurse, or physician assistant and the written authorization of a parent or guardian. Qualified personnel for schools, as defined in this policy, may administer oral, topical, intranasal, or inhalant medication in the absence of a licensed nurse.

Except for the administration of epinephrine as emergency first aid to students who do not have a prior written parent authorization or written medical order as provided in this policy, medications with a cartridge injector may be administered by qualified personnel for schools only to a student with a medically diagnosed allergic conditions which may require prompt treatment to protect the student against serious harm or death.

The school nurse or, school principal shall select a qualified school employee to, under certain conditions as specified in this policy and its regulations and in accordance with state law and

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regulations, give a glucagon injection to a student with diabetes who may require prompt treatment to protect the student from serious harm or death.

A qualified school employee selected by a school nurse and school medical Adviser may administer antiepileptic medication, to a student under certain conditions.

Investigational drugs or research or study medications may not be administered by qualified personnel for schools.

### **Administration of Medication by Paraprofessionals**

A specific paraprofessional, through a plan approved by the Director of Nursing and School Medical Adviser, may administer medications including medications administered with a cartridge injector, to a specific student with a medically diagnosed allergic condition that may require prompt treatment in order to protect the student against serious harm or death pursuant to Section 10-212a-9 of the Regulations of Connecticut State Agencies and as described in the administrative regulations. The approval plan also requires the written authorization of the student's parent/guardian and pursuant to the written order from the student's authorized prescriber licensed to prescribe medication.

### **Storage and Administration of Epinephrine for Purposes of Emergency First Aid Without Prior Authorization**

During regular school hours, when the school nurse is absent or unavailable, qualified school employees who have completed the annual training required by Section 10-212a, of the Connecticut General Statutes, as amended from time to time, may administer epinephrine as emergency first aid to students who experience allergic reactions and who do not have prior written authorization of a parent or guardian or prior written order of a qualified medical professional for the administration of epinephrine.

For the purpose of administration of epinephrine to students without written authorization who are experiencing a life threatening allergic reaction, qualified school employees refers to principal, teacher, licensed athletic trainer, licensed physical or occupational therapist employed by the school district, coach or school paraprofessional.

The parent or guardian of any student may submit, in writing, to the school nurse or school medical adviser that epinephrine shall not be administered to such student pursuant to this section. The school nurse shall notify selected and trained personnel of the students whose parents or guardians have refused emergency administration of epinephrine. The Milford Public School system shall annually notify parents or guardians of the need to provide such written notice.

A school nurse or in the absence of a school nurse, a qualified school employee shall maintain epinephrine in cartridge injectors for the purpose of emergency first aid. EpiPens expire yearly.

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Therefore, schools are responsible for refilling their prescriptions annually and for maintaining an adequate supply of EpiPens for emergency first aid to students without prior authorization.

The school shall fulfill all conditions and procedures promulgated in the regulations established by the State Board of Education for the storage and administration of epinephrine by school personnel to students for the purpose of emergency first aid to students who experience allergic reaction and do not have prior written authorization for epinephrine administration.

### **School Bus Drivers Training**

School transportation carriers, including Milford Public Schools (MPS) to the extent that MPS provides direct school transportation services to students, must provide training to all school bus drivers, including instruction on (1) identifying the signs and symptoms of anaphylaxis, (2) administering epinephrine by a cartridge injector ("EpiPen"), (3) notifying emergency personnel, and (4) reporting an incident involving a student's life-threatening allergic reaction ("cartridge injector training"). Such training can be completed in accordance with state law and Board regulations accompanying this policy.

All bus drivers transporting MPS student must receive the required cartridge injector training in accordance with state law prior to starting work with MPS students. In accordance with state law, bus drivers are granted immunity from civil liability that may arise from the emergency administration of a cartridge injector (EpiPen) to a student who experiences a life-threatening allergic reaction on or in the vicinity of a school bus while accessing school transportation services.

The transmission of life-threatening allergy information for each MPS student who may require the use of a cartridge injector while on school transportation shall be shared with transportation carriers in the manner set forth in the regulations accompanying this policy and in accordance with state and federal law.

As a contractor with MPS for the provision of school transportation services, the transportation carrier (including MPS, as applicable) shall be deemed a "school official" for purposes of providing such school health information for purposes of the Family Educational Rights and Privacy Act (FERPA).

### **Administration of Glucagon to a Specific Student with Diabetes**

Qualified school employees may administer glucagon within injectable equipment used to administer glucagon in an appropriate dose for emergency first aid response to students with diabetes in the event that there is written authorization of a student's parent or guardian and the school nurse and school medical Adviser have attested in writing that the qualified school employee has completed the annual training and voluntarily agrees to serve in this capacity. Authorization of injectable glucagon is limited to situations when the school nurse is absent or unavailable. For purposes of emergency medication administration of glucagon, qualified school



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employees refers to a principal, teacher, licensed athletic trainer, licensed physical or occupational therapist employed by the school district, coach or school paraprofessional.

### **Administration of Antiepileptic Medication to a Specific Student with an Epileptic Condition**

Qualified school employees may administer antiepileptic medication, including by rectal syringe, to a specific student with a medically diagnosed epileptic condition that requires prompt treatment in accordance with the student's individual seizure action plan and with the written authorization of a student's parent or guardian, and pursuant to the written order of a physician licensed under Chapter 370 of the Connecticut General Statutes. Authorization of emergency antiepileptic medication administration is limited to situations when the school nurse is absent or unavailable. For purposes of emergency antiepileptic medication administration, qualified school employees refers to a principal, teacher, licensed athletic trainer, licensed physical or occupational therapist employed by the school district, coach or paraprofessional. Such qualified school personnel must annually complete the training program developed by the State Department of Education in consultation with the School Nurse Advisory Council and the Association of School Nurses of Connecticut.

### **Administration of Medications in School Readiness Programs and Before- and After-School Programs**

Administration of medications shall be provided only when it is medically necessary for program participants to access the program and maintain their health status while attending the program. A child attending any before- or after-school program, defined as any child care program operated and administered by the Board in any building or ~~in~~ on the grounds of any district school, upon the request and with the written authorization of the child's parent/guardian and pursuant to the written order from the student's authorized prescriber, will be supervised by the District staff member (Director, or designee, lead teacher, school administrator) trained to administer medication including a cartridge injector. Such administration shall be to a particular student medically diagnosed with an allergy that may require prompt treatment to avoid serious harm or death.

Directors, or their designees, who may include lead teachers or school administrators, who have been properly trained, may administer medications to students as delegated by the school nurse or other registered nurse, in school readiness programs and before- and after-school programs that are child care programs. Such programs must either be District administered or administered by a municipality exempt from licensure by the Office of Early Childhood and are located in a District public school. Medicine may be administered pursuant to the Regulations of Connecticut State Agencies, Section 10-212a-10, to children enrolled in these programs.

Investigational drugs or research or study medications may not be administered by Directors or their designees, lead teachers or school administrators.

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Properly trained Directors, Director's designees, lead teachers or school administrators may administer medications to students as delegated by the school nurse or other registered nurse. They may administer oral, topical, intranasal, or inhalant medications. No medication shall be administered without the written order of an authorized prescriber and the written approval of the parent/guardian.

The selected staff member shall be trained in the use of a cartridge injector by either a licensed physician, physician's assistant, advanced practice registered nurse or a registered nurse.

The program's administration shall determine, in cooperation with the School Medical Adviser and Director of Nursing whether additional school nursing services/nurses are required based on the needs of the program and the participants in the program. This determination shall include whether a licensed nurse is required on site. The recommendation shall be subject to Board approval.

The Board will allow students in the school readiness and before- and after-school programs to self-administer medication according to the student's individual health plan and only with the written order of an authorized prescriber, written authorization of the child's parent or guardian, written approval of the school nurse, and with the written permission of the parent or guardian for the exchange of information between the prescriber and the school nurse necessary to ensure the safe administration of such medication. The school nurse must evaluate the situation and deem it appropriate and safe and develop a plan for general supervision of such self-medication in order to grant written approval.

An error in the administration of medication shall be reported immediately to the school nurse, the parents/guardians and the prescribing physician. In case of an anaphylactic reaction or the risk of such reaction a school nurse may administer emergency oral and/or injectable medication to any child in need thereof on school grounds, or in the school building, according to the standing order of the School Medical Adviser or the child's private physician. However, in an emergency any other person trained in CPR and First Aid may administer emergency oral and/or injectable medication to any child in need on schools grounds, or in the school building. In addition, local poison control center information shall be readily available at the sites of these programs. The Program Director or his/her designee shall be responsible for decision making in the absence of a school nurse.

In the event of a medical emergency, the following will be readily available: (1) local poison control center contact information; (2) the physician, clinic or emergency department to be contacted in such an emergency; and (3) the name of the person responsible for the decision making in the absence of a school nurse.

All medications shall be handled and stored in accordance with the provisions of subsection (a) to (k) inclusive of the Regulations of Connecticut State Agencies, as outlined in the accompanying administrative regulation to this policy.

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Where possible, a separate supply of the child's medication shall be stored at the site of the before- and after-school program or school readiness program. If this is not possible, a plan should be in place to ensure the timely transfer of the medication from the school to the program and back on a daily basis.

Documentation and record keeping shall be done in compliance with the stipulations outlined in the administrative regulation accompanying this policy.

### **Administration of Medication by Coaches and Licensed Athletic Trainers during Intramural and Interscholastic Events**

During intramural and interscholastic athletic events, a coach or licensed athletic trainer who has been trained in the general principles of medication administration applicable to receiving, storing, and assisting with inhalant medications or cartridge injector medications and documentation, may administer medication for select students for whom self-administration plans are not viable options as determined by the school nurse. The medication which may be administered is limited to: (1) inhalant medications prescribed to treat respiratory conditions and (2) medication administered with a cartridge injector for students with a medically diagnosed allergic condition which may require prompt treatment to protect the student against serious harm or death.

The school nurse is responsible for the student's individualized medication plan and shall provide the coach with a copy of the authorized prescriber's order and the parental/guardian permission form. Parents are responsible for providing the medication, such as the inhaler or cartridge injector, to the coach or licensed athletic trainer, which shall be kept separate from the medication stored in the school health office during the school day.

Medication to be used in athletic events shall be stored in containers for the exclusive use of holding medications; in locations that preserve the integrity of the medication; under the general supervision of the coach or licensed athletic trainer trained in the administration of medication; and in a locked secure cabinet when not in use at athletic events.

The agreement of the coach or licensed athletic trainer is necessary for the administration of emergency medication and the implementation of the emergency care plan.

Coaches and licensed athletic trainers are required to fulfill the documentation requirements as outlined in the administrative regulations accompanying this policy. Errors in the administration of medication shall be addressed as specified in Section 10-212a-6 of the Regulations of Connecticut State Agencies, and detailed in the administrative regulation pertaining to this policy. If the school nurse is not available, a report may be submitted by the coach or licensed athletic trainer to the school nurse on the next school day.

(cf. 5141 – Student Health Services)

(cf. 5141.25 – Food Allergy)

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Legal Reference: Connecticut General Statutes  
10-206 Health Assessment.  
10-212 School nurses and nurse practitioners. Administration of medications by parents or guardians on school grounds. Criminal history; records check.  
10-212a Administration of medications in schools. (as amended by PA 99-2, and June Special Session and PA 03-211, PA 04-181, PA 07-241, PA 07-252 and PA 09-155.)  
19a-900 Definitions.  
29-171 Criminal history checks. Procedure. Fees.  
52-557b Immunity from liability for emergency medical assistance first aid or medication by injection. School personnel not required to administer or render. (As amended by PA 05-144, An Act Concerning the Emergency Use of Cartridge Injectors).  
Connecticut Regulations of State Agencies 10-212a-1 through 10-212a-10 inclusive.  
Code of Federal Regulations: Title 21 Part 1307.2  
20-12d Medical functions performed by physician assistants. Prescription authority.  
20-94a Licensure as advanced practice registered nurse.  
PA 07-241 An Act Concerning Minor Changes to the Education Statutes.  
29-17a Criminal history checks. Procedure. Fees.  
Public Act No. 15-215, "An Act Concerning Various Additions to the Education Statutes"  
Public Act No. 12-198, "An Act Concerning the Administration of Medicine to Students with Diabetes, The Duties of School Medical Advisors, The Availability of CPR and AED Training Materials or Boards of Education and Physical Exercise During the School Day.

Board Policy Approved: July 10, 2017

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