

Billings School District 2

STUDENTS

Administering Medicines to Students

Billings Public Schools (the District) requires that students' medications be administered at home, unless a student's licensed health care provider, parent*, and the Registered School Nurse have determined that it is necessary for the student's health and well-being to take the medication during school hours. The licensed health care provider and parent* must make written request of the District and follow the District's policies and procedures on dispensing medication.

Administration of medication may not be delegated to any school employee other than nurses with an active nursing license who are employed as a nurse by the District unless authorized by law or regulation. Administration or dispensing of prescription medication or any over-the-counter medication by school staff other than Registered Nurses or Licensed Practical Nurses could be considered practicing nursing without a license and as such could be a violation of the Montana Nurse Practice Act. In the interest of student safety, the administration of emergency medications is an exception to the requirements of this paragraph, as explained below.

Although there is not a Registered School Nurse present at all times in each school, a Registered School Nurse or Licensed Practical Nurse will be made available to administer medications for any student who is not capable of appropriately and safely self-administering medication.

Emergency Administration of Medication

A Registered School Nurse or Licensed Practical Nurse may administer emergency medication to any student in need thereof on school grounds, in a school building, or at a school function, in accordance with a medication order by the student's licensed health care provider.

In the absence of a school nurse, an administrator, or designated staff member exempt from the nurse license requirement under Mont. Code Ann. § 37-8-103(1)(c) who has completed training in administration of emergency medication will be authorized to administer emergency medication in accordance with Montana law and District policies and procedures.

The District may maintain in each school a limited supply of auto-injectable epinephrine prescribed by a licensed health care provider and filled by a licensed pharmacy in accordance with the law and procedures set forth in Mont. Code Ann. §20-5-421. A school nurse or other authorized personnel may, in good faith, administer emergency medication to any student or non-student who is experiencing a potential life-threatening anaphylactic reaction. The District shall develop the protocol and provide

training as required by law.

A trained building administrator, school nurse, or trained designee will document the administration of any emergency medication.

Self-Administration and Possession Medication, Including Asthma, Severe Allergy, or Anaphylaxis Medication

In accordance with Mont. Code Ann. § 20-5-420, the District shall permit the possession or self-administration of prescribed medication, such as an epinephrine auto-injector, oral antihistamine, or asthma inhaler by a student during the school day, during field trips, during school-sponsored events, or while on a school bus with asthma, severe allergies, or anaphylaxis if the parent* provides to the District:

- a. written authorization as defined in §20-5-420(2)(a) and (4),
- b. a written statement from the student's physician, physician assistant, or advanced practice registered nurse ["health care practitioner"] containing the name and purpose of the medication, the prescribed dosage, and the time at which or the special circumstances under which the medication is to be administered as prescribed,
- c. documentation that the student has demonstrated to the health care practitioner and the school nurse the skill level necessary to self-administer the medication as prescribed, and
- d. documentation that the student's health care practitioner has formulated a written treatment plan for managing asthma, severe allergies, or anaphylaxis episodes of the student and for medication use during school hours.

The District's permission for self-administration is effective for the school year for which it is granted and must be renewed each subsequent school year or upon any change in the dosage, frequency of administration, or other conditions, upon fulfillment of the requirements of this policy.

If provided by the parent*, the medication may be kept by the student and backup medication must be kept at the student's school in a predetermined location to which the student has access.

Immediately after using epinephrine during school hours, a student shall report to the school nurse or other adult at the school who shall provide follow-up care, including making a 9-1-1 emergency call.

Administration of Glucagon

In accordance with Mont. Code Ann. §20-5-412, a parent* of a diabetic student may designate a district employee to administer glucagon to the student in an emergency situation. The glucagon must be provided by the parent*. A parent*-designated adult must voluntarily agree to administer glucagon to the student and must be trained in recognizing hypoglycemia and the proper method of administering glucagon. Training

must be provided by a licensed health care professional as defined in Mont. Code Ann. § 33-36-103 or a recognized expert in diabetic care selected by the parent*. Written documentation of the designation by a parent* and documentation of the training received by the parent*-designated adult must be filed with the school district in accordance with district procedure.

Stock Opioid Antagonist

In accordance with Mont. Code Ann. § 20-5-426 the District may maintain a stock supply of an opioid antagonist to be administered by a school nurse or other authorized personnel to any student or nonstudent as needed for an actual or perceived opioid overdose. A school that intends to obtain an order for emergency use of an opioid antagonist in a school setting or at related activities shall adhere to the requirements in law.

Storage of Authorized Medications

Unless otherwise authorized by District policy or Montana law:

1. All prescription and non-prescription medications shall be supplied by the parent* in a current pharmacy or manufacturer's labeled container;
2. Medication must be accompanied by the appropriate medication form; and
3. All school staff and students must follow the specific procedures developed by the Registered School Nurses and approved by the Superintendent regarding student confidentiality, storage of medication, transportation of medication to and from school, and safety guidelines for students who are self-administering their medication.

*"Parent" includes a parent, a guardian, or a caretaker relative (§§ 20-5-502 and 503 and/or 40-6-502) as defined and appointed under Montana law.

Cross References: 3416-P1 Administering Medicines to Students Procedure
 3416-P2 Documentation for Parent Designated Volunteer to Administer Glucagon Procedure and Form

Legal References: § 20-5-412, MCA Definition -- parent-designated adult administration of glucagon -- training.
 ARM 8.32.1701-1712 Delegation and assignment

Policy History:

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