

Administration of Medications, Anti-Seizure Medication, Emergencies Policy

California Montessori Project (CMP) is responsible for the administration of, or assisting in the administration of, medications to students attending school during regular school hours, including before- or after-school programs, and field trips, including those that involve overnight stays away from home. **In some instances, parents/guardians of students requiring assistance in taking medications may be encouraged to attend the overnight field trip to assist their child.**

All CMP staff are certified in first aid, CPR, and the use of the Automated External Defibrillator (AED) and are re-certified every other year. Every classroom has a First Aid Kit containing appropriate supplies. First aid will be administered whenever necessary by trained staff members. When necessary, the appropriate emergency personnel will be called to assist.

A designated staff member who will administer or assist the students with medication is to be legally able to and has consented to do so.

In some instances, where immediate administration of a medication is required, the lead teacher will secure said medication in the classroom, including the written authorizations. A staff member will also be responsible for the medication on field trips and other school activities when the student is off campus.

School employees are trained and expected to respond to emergency situations without discrimination. If any student needs resuscitation, trained staff are to make every effort to resuscitate them. CMP does not accept or follow any parental or medical “do not resuscitate” orders. School staff should not be placed in the position of determining whether such orders should be followed. The principal will ensure that all parents/guardians are informed of this policy.

For the protection of a student’s health and welfare, CMP requires emergency information be kept current to include the home address and telephone number, business address and telephone number of the parent/guardian(s), and the name, address and telephone number of a relative or friend who is authorized to care for the student in any emergency situation if the parent/guardian cannot be reached.

Staff providing specialized physical health care services for students with exceptional needs must be competent in basic cardiopulmonary resuscitation and first aid, as well as access to emergency medical resources in the community. Specialized health care for students with exceptional needs that requires medically related training will be provided.

CMP will provide emergency epinephrine auto-injectors training to school staff. Trained staff may immediately administer an epinephrine auto-injector to a person suffering, or reasonably believed to be suffering, from an anaphylaxis reaction when a physician is not immediately available.

Anaphylaxis refers to a potentially life-threatening hypersensitivity to a substance. Symptoms of anaphylaxis may include shortness of breath, wheezing, difficulty breathing, difficulty talking or swallowing, hives, itching, swelling, shock or asthma. Causes of anaphylaxis may include, but are not limited to, an insect sting, food allergy, and drug reaction.

The campus office will properly secure and store the medications with written statements by the student’s parent/guardian authorizing the school to medication administered to the student. In addition, a written statement from the student’s health care provider must be included stating the medication and dosage.

Over the counter medications (OTC), such as throat drops, Ibuprofen, antihistamines, must be brought to the office by a parent. The OTC medication must be in the original packaging, and the parent is to fill out

and sign the permission form. Students are not to carry OTC or prescription medications in their personal belongings.

New statements by the parent/guardian and the authorized health care provider are required annually, as well as when there is a change in the student's authorized health care provider or a change in the medication and dosage. If there is not a current written statement by the student's parent/guardian and authorized health care provider, the school personnel will not administer or assist in administration of medication.

If stored medication is unused, discontinued or outdated, the medication will be returned to the parent/guardian at the end of the school year. If the school staff is unable to return the medication, the school will dispose of it in accordance with applicable law. **Parents will be provided with a reminder at the beginning of each school year that they are required to provide the proper written statements along with the medication.**

Confidentiality regarding the student's medical condition shall be kept at all times. All medication records or other documentation relating to a student's medication needs are to be maintained in a location where access is restricted to administrators or designated school staff.

The campus office is to maintain a medication log for each student to whom medication is administered or when given assistance. The medication log will contain the student's name, the name of the medication and the dosage given, and the time and date the medication was taken. The staff member providing the medication will initial the log and is responsible to secure the medication after use.

The log in addition to the parent and physician authorizations and instructions are to be kept together with the medication. Should the student also have a **Health Plan** created by the school, parent, and school nurse, this Plan will also be kept as a part of the student's health record. All staff who need to be aware of the student's health issue will be provided with a copy of the Health Plan. The Health Plan and other information pertaining to the student is to be kept in a secure, confidential area.