

**VIRTUAL LEARNING ACADEMY OF ST. CLAIR COUNTY
GUIDELINES FOR
ADMINISTERING MEDICATIONS TO PUPILS AT ACADEMY/SCHOOL**

POLICIES AND GUIDELINES FOR ADMINISTERING MEDICATIONS TO PUPILS AT SCHOOL

The following definition of “medication” is adopted for use in this academy/school: medication, includes prescription, non-prescription and herbal medications, and includes those taken by mouth, by inhaler, those that are injectable, and those applied as drops to eyes, nose, or medications applied to the skin.

- The pupil’s parent/guardian will give the school written permission and request to administer medication(s) to their pupil.
- Written instructions from a physician, which include the name of the pupil, name of the medication, dosage of the medication, route of administration, and time the medication is to be administered to the pupil shall accompany the request and be kept on record by the academy/school.
- Parental or guardian request/permission and a physician’s instructions for administration shall be renewed every academy/school year.
- The Director will designate an individual(s) responsible for administering medications to pupils at that academy/school.
- Medications must be administered by one adult in the presence of a second adult, except where the individual administering the medication is a licensed registered professional nurse (as described in the Michigan Revised School Code, Section 380.1178), or when an emergency threatens the life or health of the pupil.
- The Academy building shall have a plan for handling medical emergencies.
- Students with disabilities who have an Individualized Educational Program (WP) or Section 504 Plan shall be included under the policy and procedures that govern the administration of medications. Note: The policy and procedures should not violate either the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act.

Guidelines for Administration of Medications to Pupils in School

- The Academy Director may set a reasonable designated time for the administration of medications. The parent/guardian shall be informed of this designated time and communicate this to the physician when he/she writes medication administration instructions. The Academy may request that the physician send a written explanation with the medication administration instructions to the academy/school if an exception to the school’s designated time is necessary.

- The Academy Director shall request that a pharmacy supply the oral medication in the exact dosage prescribed so that the individual administering medications is not responsible for dividing/splitting pills.
- Any adverse reaction to medication, as described on the physician's written instructions, shall be reported to the pupil's parent/guardian immediately.
- Any errors made in the administration of medications shall be reported to the Director immediately, and a written report completed and entered into the pupil's school record. The Director is responsible for reporting the medication error to the pupil's parent/guardian immediately.
- When it is necessary for a pupil to have medication administered while on a academy-sponsored field trip or off-site activity, the individual designated to administer medication must carry the medication in the original container, and record the necessary information on the medication log upon return from the trip/activity.

POLICIES FOR SELF-ADMINISTRATION/SELF-POSSESSION OF MEDICATIONS

The following definition of "self-administration/self-possession" is adopted for use in this academy/school: Self-administration means that the pupil is able to consume or apply prescription and non-prescription medication in the manner directed by the physician without additional assistance or direction. Self-possession means that the pupil may carry medication on his/her person to allow for immediate and self-determined administration.

- A pupil whose parent/guardian and physician provide written permission will be able to self-administer and self-possess his/her own medications.
- A medication that a pupil possesses must be labeled and prepared by a pharmacy or pharmaceutical company and include the dosage and frequency of administration.
- A pupil's use cannot be denied if the conditions of written permission and physician direction are met. The Director may discontinue a pupil's right to self-administer and self-possession if there is misuse by the pupil. The denial shall follow a consultation with the parent/guardian.
- For example, a pupil who requires the use of an inhaler for relief or prevention of asthma symptoms will be allowed to carry and use the inhaler if there is written approval from the pupil's physician and parent/guardian on record at the school (as described in the Michigan Revised School Code, Section 380.1179). A pupil who is in possession of an inhaler under the above conditions shall have each of his/her teachers notified of this by the Director.

POLICIES FOR ACADEMY/SCHOOL STAFF TRAINING

- All individuals designated to administer medication are encouraged to receive in-service training on all district policies and procedures related to this responsibility. Academy staff must be trained by a licensed registered professional nurse, physician, or physician assistant who has knowledge of local school medication policies and procedures.

Procedures for Training of Academy/School Staff in Administration of Medications to Pupils in School

- In-service training is recommended to be four hours in length and actual “hands-on” practice in identifying and dispensing medications.
- Individuals, with the exception of a licensed registered professional nurse, who are responsible for administering any medications that must be given by injection, by nebulizer, or administered rectally, vaginally, or into the bladder, must receive one-to-one training by a licensed health professional.
- Documentation that Academy personnel have completed in-service training shall be maintained by the academy/school and made available, upon request, to a pupil’s parent/guardian, physician, licensed registered professional nurse, or by an academy official.

POLICIES FOR STORAGE AND ACCESS TO MEDICATIONS IN ACADEMY/SCHOOL

- All medication shall be kept in a labeled container as prepared by a pharmacy, physician, or pharmaceutical company with the pupil’s name, the name of the medication, dosage, and the frequency of administration.
- Medications shall be stored in an Academy location that is kept locked.
- Emergency medications may be stored in an area readily accessible to the individual designated to administer them.
- All controlled-substance¹ medications will be counted and recorded upon receipt from the parent/guardian. The medication shall be recounted on a regular basis (monthly or bi-weekly) and this count reconciled with the medication administration log/record.

Procedures for Storage and Access to Medications in Academy/School

- It is recommended that medications be brought to the Academy by the pupil’s parent or guardian.
- No changes to medication dosage or time of administration will be made except by instruction from a physician.
- Parental or guardian request/permission and a physician’s instructions for administration of medications shall be renewed every school year.
- Expiration dates on prescription medication, epi-pens, and inhalers shall be checked at least twice each school year.

¹ Controlled-substance is defined as a drug regulated by the Federal Controlled Substances Act, including opiates, depressants, stimulant, and hallucinogens.

- Medication left over at the end of the school year, or after a pupil has left the academy, shall be picked up by the parent/guardian. If this is not done, the individual who administers the medication will dispose of the medication and record this disposal on the medication log. This procedure shall be witnessed and initialed by a second adult.

POLICIES FOR RECORD-KEEPING RELATED TO MEDICATIONS IN ACADEMIES/SCHOOLS

- A log of medication administration shall be kept in an Academy office and filed in a pupil's permanent record at the end of each school year (see sample Medication Administration Daily Log document).
- The individual pupil log shall be kept until one year after the pupil's graduation from high school.

Procedures for Record-Keeping of Medications in Academies/Schools

- The medications log shall include the pupil's name and the name and dosage of the medication. The individual giving the medication shall record the date and time of administration of the medication. The log shall be signed and witnessed by a second adult.
- If an error is made in recording, the individual who administered the medication shall cross out, initial the error, and make the correction in the log.

**POLICY AND GUIDELINES FOR
ADMINISTERING MEDICATIONS TO PUPILS AT ACADEMY/SCHOOL
TRAINING GUIDELINES**

Training for all individuals who are designated to administer medications to pupils in local and intermediate school districts, public school academies, and nonpublic schools must include all of the following content and skill practice:

1. A review and discussion of all Michigan and federal laws pertaining to the administration of medications to pupils in schools, including discussion of confidentiality issues.
2. A review and discussion of all policies and procedures relating to medications in academies/schools including areas of responsibility of academy/school administrators, individuals designated to administer medications (i.e., secretaries, aides, teachers, bus drivers, parents), and medical professionals (i.e., physicians, physician assistants, nurses).
3. Identification of the forms related to the medications in academy/school including procedures for receiving and disposing of medications.
4. Safe storage and handling of medications in academy/school including procedures for receiving and disposing of medications.
5. The use, effect, and route of administration of the most commonly prescribed medications in academies/schools, including adverse effects.
6. Procedures for safely dispensing medications to pupils in academy/schools, on field trips, and other off-site academy/school activities.
7. Practice in identifying and dispensing medications to pupils.
8. Policies and procedures related to pupil self-administration and self-possession of medication in academies/schools.
9. Review and practice recording administration of medications.
10. Review and discuss procedures for dealing with medication administration errors.

**POLICY AND GUIDELINES FOR
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TRAINING CHECKLIST**

Date(s) of training: _____

Trainer(s) name and qualifications: _____

Names and job titles of individuals attending this training: Attached

CONTENT AND SKILLS TAUGHT TO TRAINING PARTICIPANTS SHALL INCLUDE:

Review of Michigan laws governing the administration of medications to pupils in academies/schools.

Discussion of local academy policies and procedures relating to the administration of medications to pupils in academies/schools.

Safe storage and handling of medications in academies/schools.

Uses, effects, and routes of administration of most commonly prescribed medications for pupils in academies/schools.

Safe dispensing procedures for medications in academies/schools, including procedures for field trips and other off-site academy medications.

Review of local academy policies and procedures related to pupil self-administration and self possession of medications.

Recording procedures for medications administered in academies/schools.

Procedures for dealing with medication administration errors.

Opportunity for participants to ask questions regarding administration of medications to pupils in academies/schools.

Signature of Trainer: _____

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RESOURCES FOR STAFF TRAINING

When selecting a person to train individuals to administer medications, it is imperative that this person knows the policies and procedures of the public school districts, intermediate school districts, public school academies, and nonpublic schools.

1. If the academy employs a licensed registered professional nurse, he/she can conduct the training.
2. The intermediate school district or local health department may also provide licensed professional nursing services for staff training (see list of local health departments in Michigan at <http://www.malph.org/page.cfm/18/>).
3. An academy/school district can contact the Michigan Association of School Nurses (MASN) at 734-992-2223 or through their website at www.michiganschoolnurses.org to see if there is a licensed registered professional nurse available to provide this training to the district.
4. A medical professional (i.e. physician, nurse, physician assistant) from the community may be available to conduct training for academy staff.
5. If none of the above resources for training are available, contact Patty Lawless at the Michigan Department of Education, at 517-373-1122 or by email at lawlessp@michigan.gov.