

**SAMS Academy
POLICY
ADMINISTRATION OF MEDICATIONS**

If possible, all medications should be given at home. If medications must be given during school hours or during athletic team practices/events, they shall be administered in compliance with the New Mexico Administrative Code, New Mexico Nursing Practice Act, New Mexico School Health Manual Standards, New Mexico Athletic Trainers Practice Act, and this policy.

For purposes of this policy:

- a “medication” means any substance that is ingested, injected, inhaled or used topically in the diagnosis, treatment and/or the prevention of disease. This includes prescription drugs, over-the-counter and non-prescription drugs.
- A “health care provider” means a professional who is licensed by the state of New Mexico to prescribe medications. Medication authorizations are acceptable, for example, from licensed medical doctors (MDs), nurse practitioners (NPs), osteopathic physicians (DOs), doctors of oriental medicine (DOMs), physician assistants (PAs) and certified diabetes educators affiliated with medical doctor, as well as clinical nurse specialists or psychologists who have completed the pharmacology course requirements to obtain prescriptive privileges. Some prescriptive privileges are limited to a specific area of practice for example; a doctor of oriental medicine is only authorized to write prescriptive orders for oriental medicine herbs.
- (Note: Students who are 18 and over are considered as adult students and fill the role of parent/legal guardian for themselves.)

All medications are to be provided by a parent/guardian as follows:

- Prescription medication must be in a container with a current prescription label that matches the medical provider’s written order.

- All medications administered at school should be made available to the school nurse in a pharmacy labeled container that provides the following information:
 - Name of student
 - Name of medication
 - Dose strength and prescribed dosage
 - Route of administration
 - Time schedule of administration
 - Name of prescribing health care provider
- Over the counter medication should be in the original labeled container.

Students that require medications be taken during the school day can be accommodated provided that:

- An appropriate written authorization is on file in the health office for the current school year. A "Provider Order and Medication Administration Order" form signed by the physician/provider and the parent/legal guardian shall be required for prescription drugs that may be given more than short-term (1 to 14 days). An over-the-counter or short-term prescription authorization form shall be signed by the parent/legal guardian for all over-the-counter, non-prescription, or short-term (1 to 14 days) prescription medications/remedies, unless otherwise allowed by state law, rule or statute.
- The written authorization shall specify the medication name, dosage and time of administration. For non-prescription over the counter medication, the written authorization should provide the name of the student, age of student, name of the over the counter medication, amount of medication to be taken, and time to be taken and frequency.
- The information provided in the written authorization must match the label information on the medication container
- If a student is competent to self-administer their own medication the health care provider and/or parent will indicate this on the medication authorization form.

- A licensed school nurse or trained designee shall administer medication to those students who are unable to administer their own medication.
 - The parent/legal guardian may come to school and administer the medication to their child until a verbal or written authorization can be secured by the licensed school nurse.
- One day's worth of medication (except for controlled substances) may be carried and self-administered by the student without supervision under certain circumstances, provided that:
 - An appropriate written authorization is on file in the health office for the current school year. A "Provider Order and Medication Administration Order" form signed by the physician/provider and the parent/legal guardian shall be required for prescription drugs that may be given more than short-term (1 to 14 days). An over-the-counter or short-term prescription authorization form shall be signed by the parent/legal guardian for all over-the-counter, non-prescription, or short-term (1 to 14 days) prescription medications/remedies, unless otherwise allowed by state law, rule or statute.
 - The written authorization shall specify the medication name, dosage and time of administration.
 - The student shall be deemed competent to take the medication as ordered on the authorization form.
 - In life-threatening emergency situations such as anaphylaxis, severe asthma reaction or a diabetic reaction resulting in loss of consciousness, a non-medically licensed school employee may administer certain oral, inhaled, rectal or parenteral (injectable) medication to a student provided that:
 - A physician/provider written authorization for emergency medication must be on file with the health office at the school for the current school year, unless otherwise allowed by State law, rule or statute.
 - The non-medically licensed school employee is trained by a licensed school registered nurse or a licensed medical provider for the current school year.

Student's Right to Self-administer Certain Medications

The following definitions apply to this section:

1. "health care practitioner" means a person authorized under law in New Mexico to prescribe drugs for the treatment of asthma and anaphylaxis associated medical conditions.
2. "Medication" means a drug as that term is defined in section 201 of the Federal Food, Drug, and Cosmetic Act (21 U.S.C. 321) and includes inhaled bronchodilators, inhaled corticosteroids and auto-injectable epinephrine.
3. "Self-administration" means a student's discretionary use of his or her prescribed asthma or anaphylaxis medication, pursuant to prescription or written direction from a health care practitioner.

Students are authorized to carry and self-administer health care practitioner prescribed asthma treatment medications and anaphylaxis emergency treatment medication if the following conditions are met:

- A health care practitioner has prescribed the medication for use by the student during school hours and instructed the student in the correct and responsible use of the medication; and
- The student has demonstrated the skill level necessary to use the medication and any device that is necessary to administer such medication as prescribed by the health care practitioner and the school nurse or other school official who is a public education department licensed health care provider; and
- The school nurse (if available) with the health care practitioner formulates a written treatment plan for managing asthma or anaphylaxis episodes of the student and for medication use by the student during school hours; and
- The school has, in writing, informed the parent or guardian of the student that the school, including its employees and agents, is to incur no liability as a result of any injury arising from the self-administration of medication pursuant to this section; and
- The student's parent/guardian has completed and submitted to the school the following:
 - Any written documentation required by the school;

- The treatment plan formulated under this section;
- A signed statement from parent/guardian acknowledging that, notwithstanding any provision of state law to the contrary, the school (including its employees and agents) is to incur no liability as a result of any injury arising from such self-administration of medication and the parent or guardian will indemnify and hold harmless the school (including its employees and agents) against any claim arising out of such self-administration of medication.

Student will be allowed to possess his/her medication while in school; while at a school-sponsored activities; during normal before and after school activities such as before school or after school care on school property; and in transit to or from school or school-sponsored activities.

Parent/guardian must renew authorization each subsequent school year in accordance with this section.

If parent/guardian provides school with back-up medication; the school shall secure the back-up medication is kept at the student's school at a location easily accessible to the student in event of an asthma or anaphylaxis emergency.