

Regulation 7513R

Students

GUIDELINES FOR ADMINISTRATION OF MEDICATION IN SCHOOLS

General

Administration of medication to children in the West Irondequoit School system will be in accordance with Board Policy 7513 and with the State Education Department Guidelines, *Administration of Medication in Schools*.

The District program for administration of medication will be managed and supervised by school nursing personnel. Under the program, the term “medication” refers to any prescribed or non-prescribed (over-the-counter) drugs which it is necessary or desirable for a student to take while in school, on school trips, or at school-sponsored activities.

Parent Permission/Physician Request

Medication, whether prescription or over-the-counter, may be administered to students only when Form 7513F (or its equivalent) has been completed and signed both by a physician (or licensed provider) and by a parent and is on file with the school nurse. The form provides for the physician’s request and the parents’ permission to administer medication to a child. All information required on Form 7513F must be provided. Medication requests must be renewed annually.

When a properly labeled medication comes to the school health office accompanied by a written request from the parent for administration of the medication, but without a written order from a licensed prescriber, the school nurse will carry out the following procedure:

1. Contact parent regarding need for written order from a licensed prescriber.
2. Contact licensed prescriber to obtain verbal permission to administer medication.
3. Request fax or written orders be received as soon as possible, but not more than 48 hours.
4. Contact parent and discontinue medication if written orders are not received within 48 hours.
5. Document the above steps.

Medications

Parents are responsible for delivering medications directly to the school nurse and for providing the nurse with the necessary written authorization to administer.

Medications must be in a properly labeled, original container. Prescription medications must have the pharmacy label containing all information affixed to the container. Where needed, parents should be advised to request two containers from their pharmacist—one to remain at home and one to send to school. Non-prescription medications must be in the original manufacturer’s container/package with the student’s name also affixed to the container.

School nurses are responsible for the storage of medications in school. Medications are to be stored in a locked cabinet or a locked refrigerator in a secure area.

Administration of Medications

School nurses must manage and oversee the administration of all medications to students in school or at school activities. School nurses must also determine, on an individual, case-by-case basis, whether a student is self-directed or non self-directed (see below) for the purpose of determining whether or not the student will be allowed to carry and take oral, topical, or inhalant medications on his/her own.

1. *Non self-directed students:* Only school nurses (or licensed practical nurses) may administer prescribed medications, regardless of route of administration, to non self-directed students.
2. *Self-directed students:* When the school nurse has determined that a student is self-directed (see below), and upon written request by parents and physician, a student may be allowed to carry and self-administer oral, topical, or inhalant medications only.
3. *Unlicensed personnel:* Unlicensed personnel may be expected to assist self-directed students in taking their oral, topical, or inhalant medication. In such cases, school nurses must assure (and document the assurance) that any unlicensed person assisting a self-directed student with medication is properly trained.

Self-Directed Students

Upon receipt of a written request from parents and physicians to permit a student to carry and self-administer medication (see Form 7513F.1.), the school nurse must assess whether or not to grant the request on an individual, case-by-case basis. In determining whether a student may be responsible for carrying and taking his/her medication, school nurses should include the following considerations:

1. The severity of the student's health status, particularly with respect to asthmatic or allergic conditions, is evaluated.
2. The school nurse is reasonably assured that the student is self-directed and can self-administer the medication properly.
3. The student is judged to be responsible for carrying properly labeled medication in an original container on his/her person or for keeping the medication secure in the school locker or physical education locker.
4. The prescriber has provided a written request that the student carry his/her medication and self-administer.
5. The parent has provided authorization for the school to carry out the prescriber's request.
6. Parent contact has been made to clarify parental responsibility regarding the monitoring of the child on an ongoing/daily basis to ensure that the child is carrying and taking the medication as ordered. This contact should be documented.

School nurses should counsel any student self-administering medication (including asthma inhalers) inappropriately or without proper authorization. In addition, the parents should be notified of any side effects or of a student's refusal or failure to take the medication. In certain circumstances, such as when students are sharing or using other student's medications, school administration should be informed. The effectiveness of the self-administration procedure should be evaluated on a regular basis.

Emergency Medication

The administration of emergency medication (injectable, inhalant, and/or oral) to a student for extreme hypersensitivity may be performed by any school staff member responding to the emergency. Such a response would fall under the "Good Samaritan Act" for rendering emergency care during a life-threatening situation.

Communication

School nurses, with support from administration, are responsible for communicating and publicizing the District and school medication program and its requirements to students, parents, and staff.

In addition, school nurses will:

1. Inform appropriate school staff of potential benefits and side effects of a student's medication, if indicated.
2. Observe and evaluate the student's health status and response to medication, informing parents/guardians or prescriber as deemed necessary.
3. Educate the student regarding the importance of medication and encourage the student's involvement in the process including coming to the health office on time and receiving or taking medications. If a student forgets, the school nurse should call for the student to ensure that medication is not omitted. Parents/guardians should be advised if their child is not fully participating in the established school procedure.

Disposal Of Medications

If a medication regimen is changed or discontinued, and/or at the end of each school year, the medication must be returned to the parent/guardian or be disposed of. Parents/guardians should be notified of the following options:

1. Parent/guardian or responsible designee picking up medication from school nurse, or
2. Disposal of medication by school nurse.

Needles and syringes should be disposed of in a manner consistent with the following guidelines:

1. Needles should not be recapped and should not be purposely bent or broken.
2. Disposable syringes and needles (and other sharp items) should be placed in approved sharp's containers and labeled "**BIOHAZARD.**"
3. Arrangements should be made with custodial staff or other agent to dispose of containers at periodic intervals according to established procedures of the school regarding regulated medical waste.

Record Keeping

School nurses should maintain accurate records of the medication administered, any special circumstances related to the procedure, and student reactions/responses. The following procedure is recommended:

1. Retain the written order from the prescriber.
2. Retain the parent/guardian request letter.
3. Retain pertinent information about medication on cumulative health record.
4. Maintain an individual daily medication record for each student taking medication during the time frame the medication is being given.
5. Periodically summarize daily medication record on the cumulative health record.

Established: 1999

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