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| Book | AAPS Policies & Regulations |
| Section | 5000: Student |
| Title | Medication |
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1 Purpose

1.1 To provide procedures for adequate control and supervision in the administration of medication to a student.

2 Organizational Units Affected

- 2.1 All staff
- 2.2 Affected students and parents/guardians

3 Definitions

- 3.1 Medication: includes prescription, non-prescription (over-the-counter), and herbal medication, and includes those taken by mouth, by inhaler, emergency medication given rectally, those that are injected, and those applied to eyes, nose, or the skin.
- 3.2 Student: all students in attendance in the Ann Arbor Public Schools, including all students with disabilities who have Individualized Educational Plans (IEP) or Section 504 Plans.
- 3.3 Parent: any parent or legal guardian of a student, if the student is a minor. If the student is the legal age of majority (18), then "parent" shall refer to the student.
- 3.4 Nurse: a licensed registered nurse (RN)
- 3.5 Prescribing Health Care Provider (HCP): any licensed health care professional that is authorized to diagnose, treat and prescribe medications (ex MD, DO, PA, NP, DDS)

4 Background Information

- 4.1 This policy pertains to all medications, and shall be interpreted to regard its primary objectives as preservation of student health and safety, and compliance with state law.
- 4.2 Cross-reference:

4.2.2 Michigan Revised School Code, Section 380.1179

4.2.3 Michigan Medical Waste Regulatory Act, 1978 PA368, R 325.1545 (1)

5 Procedures

- 5.1 Any medication should be taken at home if at all possible.
- 5.2 Medication will be administered in the schools only as ordered by a Prescribing Health Care Provider (HCP) and only if accompanied by written parent permission.
 - 5.2.1 The medication must be brought to the school in its original container and must be accompanied by written signed instructions of the HCP who ordered the specific medication; instructions on the label of the prescription or non-prescription drugs are not adequate.

- 5.2.1.1 The HCP 's written authorization must be renewed at the beginning of each school year.
- 5.2.1.2 Instructions must include the student's name, name of the medication, method of administration, time of administration, dosage, and possible side effects.
 - 5.2.1.2.1 Prescription labels must include the student's name, name of medication, quantity, dosage and date of expiration.
- 5.2.1.3 Tablets that must be sized for proper dosage must be done prior to sending medication to school.
- 5.2.1.4 Refill of the prescription is the responsibility of the parent.
- 5.2.1.5 Medication will be discarded if not picked up on or before the last day of school.
- 5.2.2 Medications kept in the schools for administration to students will be kept in a locked place not accessible to students, unless otherwise authorized by the HCP, parent, building administrator, and school nurse.
 - 5.2.2.1 Emergency medications, shall be kept in a secure area, to be used in case of an emergency.
- 5.3 The school nurse/building administrator or trained designee shall administer medication to a student. Medications may be administered to a student by employees, under directions of the child's HCP, and with written parent permission.
 - 5.3.1 Students may wear insulin pumps with proper documentation.
 - 5.3.2 Students are responsible for reporting to the office to receive medication, unless prevented by a disability or other reason.
 - 5.3.3 Unless a nurse administers medication, medication must be administered in the presence of another adult, except in an emergency that threatens the life or health of the student.
 - 5.3.3.1 Witnesses may include all trained employees. The primary person who administers the medication, and the witness, must be noted in the medication distribution log.
- 5.4 Employees who are not nurses may be requested to administer medication, witness the administration of medication, or participate in required training.
 - 5.4.1 Employees may decline such requests provided that the following requirements, procedures, and safeguards are strictly followed:
 - 5.4.1.1 Religious objections
 - 5.4.1.2 Having a disability which prevents such action
 - 5.4.1.3 Where there are significant complex medication procedures
 - 5.4.1.4 Not having the required training
 - 5.4.1.5 Not having the supports (HCP authorization, original container, witness, log-in sheet) required for such action
 - 5.4.1.6 Other good faith objection articulated by the employee
 - 5.4.2 Employees declining a request shall provide their reasons to their supervising administrator, who may approve it.
 - 5.4.2.1 To the extent possible, employees with objections shall communicate their objections in writing to the building administrator at the beginning of the school year, or otherwise in advance of requests to administer or witness the administration of medication.
 - 5.4.2.2 If the reason for the employee declining is 5.4.1.1 or 5.4.1.2 above, that decision is not subject to further review.
 - 5.4.2.3 If the reason for the employee declining is not 5.4.1.4 or 5.4.1.5 above, the administrator or employee may request a review of the decision by a committee composed of:
 - 5.4.2.3.1 A representative designated by the employee's union
 - 5.4.2.3.2 If the employee is not in a position in a bargaining unit, the employee may select a personal representative to serve.
 - 5.4.2.3.3 A representative of central administration.
 - 5.4.2.3.4 A third party chosen by mutual agreement of the employee's union, or employee, and Human Resource/Legal Services Office. Any cost to the individual is to be paid by the Ann Arbor Public Schools
 - 5.4.2.4 The decision of the committee to approve or disapprove the employee's appeal to not administer medications will be final and not subject to other procedures by the union, the employee, or the administration.
- 5.5 The administration by trained school staff of an auto-injectable medication, such as epinephrine for severe allergic reaction, including anaphylactic response to food allergies and/or reaction of the venom of a stinging insect, will be given whenever there is a good-faith belief that it is medically necessary.
 - 5.5.1 Emergency medical services (911) shall be called immediately.
 - 5.5.2 The building administrator and parent/guardian shall be notified of the incident, refer to Policy 5650.
- 5.6 All students are permitted to carry their own prescribed emergency medications when the following have been provided to the building administrator:
 - 5.6.1 Written permission and instruction from the HCP
 - 5.6.2 Written permission from the parent; and

5.6.2.1 Notification is given to the building administrator, school nurse, and classroom teacher(s)

5.6.2.2 These documents will be kept in a place designated by the building administrator in consultation with the school nurse.

5.7 For all other medications, except controlled substances, (i.e.: Ritalin, Codeine) students in middle & high school and above are permitted to carry and administer their own, when the following have been provided to the building administrator:

5.7.1 Written permission and instructions from the HCP

5.7.2 Written permission from the parent

5.7.2.1 These documents will be kept in a place designated by the building administrator in consultation with the school nurse.

5.7.3 Permission for a student to carry her/his own medication is contingent upon the permission of the building administrator and nurse, and responsible management of the medicine by the student.

Controlled substances may be approved to be self carried by central administration on a case-by-case basis.

5.7.3.1 Any violation or misuse of self-administered medication that could be construed as "distribution" or in any way harmful to another student will result in withdrawing the permission to self-administer medication and be subject to disciplinary measures as indicated in the Ann Arbor Public Schools Rights and Responsibilities Handbook.

5.8 Administration of over-the-counter (non-prescription) drugs must comply with the medication policy's procedures.

5.8.1 Items with non-medication active ingredients (ex. Sunscreen, hand sanitizer, skin/lip moisturizer, cough drops) are not medications requiring written HCP and parent authorization. These items are not to be shared among students.

5.8.2 Any non-prescription, non-FDA approved medication, or any medications with directions not written in English used to treat a condition, will be administered at the discretion of the building administrator and/or nurse.

5.9 Any and all "biohazards" shall be disposed of in accordance with the Michigan Medical Waste Regulatory Act, 1978 PA 368 R325.1545 (1)

5.9.1 Students who self-administer medications shall be responsible for proper disposal of medical waste.

6 Work Instructions, Templates, & Samples

6.1 Student Emergency Card

6.2 Locked and Secure Medication Storage Areas

6.3 Authorization for Administration of Medication Form

6.4 Medication Log

6.4.1 Date and time, dosage, name of medication, administering adult, witness, and signatures of each; any noted effects of or reaction to the medication

6.5 Building Plans:

6.5.1 Handling medical emergencies

6.5.2 Disposal of biohazards

6.5.3 Individual student medical plans to be shared with appropriate staff

6.5.4 Required permission for students to carry, self-administer, and auto-inject medication

6.6 Posters, charts, and other visuals describing basic first aid techniques and procedures to follow in medical emergencies

6.7 Posters, charts, and other visual aids to be posted to alert staff about potential medical conditions of their students: food and bee sting allergies, use of EAI's, diabetic emergencies, asthma, etc.

6.8 Training protocol for all individuals designated or authorized to administer medication

7 Training & Feedback

7.1 Training by a licensed registered nurse, or HCP, for all staff who are designated or authorized to administer medications to students must include all of the following content and skill practice:

7.1.1 A review and discussion of all Michigan and federal laws pertaining to the administration of medications to students in schools, including discussion of confidentiality issues

7.1.2 A review and discussion of all policies and procedures relating to medications in schools including areas of responsibility of school administrators, employees designated to administer medications, and medical professionals

7.1.3 Identification of the forms related to the administration of medications in schools

7.1.4 Safe storage and handling of medications in school including procedures for receiving and disposing of medications

7.1.5 The use, effect, and route of administration of the most commonly prescribed medications in schools, including adverse effects

7.1.6 Procedures for safely dispensing medications to students in schools, on field trips, and other off-site school activities

7.1.7 Practice in identifying and administering medications to students

7.1.8 Policies and procedures related to student self-administration and self-possession of medication in

schools

7.1.9 Review and practice recording administration of medications

7.1.10 Review and discussion of procedures for dealing with medication administration errors.

7.2 Training opportunities will be announced at the beginning of the school year.

7.2.1 Administration will also announce the opportunity for employees to decline participation in training and opportunities to administer medication or witness the administration of medication.

7.2.2 Training for employees shall be scheduled during their contractual year, or otherwise in accordance with their collective bargaining agreements.

7.2.2.1 Verification of training of individual staff members will be housed in each building and at SISS.

8 Implementation, Compliance & Assessment

8.1 Ongoing review of procedures followed in each building

8.1.1 Accuracy of record keeping: medication log, storage of required parent permission forms, etc.

8.1.2 Posted visual aids as needed throughout building

8.1.3 Dissemination of all medical plans and emergency procedures to staff

8.2 Survey of staff regarding training needs and effectiveness of training received

8.3 Annual review of this policy to ensure compliance with Michigan and federal laws.