

CATASAUQUA AREA

SCHOOL DISTRICT

No. 210
SECTION: PUPILS
TITLE: Possession, Use, and Administration of Medications
ADOPTED: April 9, 2001
REVISED: November 10, 2005
REVISED: August 13, 2024

	210 – POSSESSION, USE, AND ADMINISTRATION OF MEDICATIONS	1
1. Purpose	The Board shall not be responsible for the diagnosis or treatment of student illness, but recognizes that the administration of medication to students while in school may be necessary under certain circumstances. The administration of medication to or by a student during school hours, in accordance with the direction of a parent/guardian and licensed prescriber, will be permitted only when:	2 3 4 5 6 7 8 9
	1. Failure to take such medicine would jeopardize the health of the student or would prevent the student from attending school if the medicine were not made available during school hours; and	10 11 12 13
	2. It is a necessary component of an Individualized Plan for the student.	14 15 16
School Code § 1414.1	The Board shall permit students in District schools to possess asthma inhalers and epinephrine auto-injectors and to self-administer the prescribed medications in compliance with state law and Board policy.	17 18 19 20
School Code § 1414.2	The Board shall authorize the District to stock epinephrine auto-injectors in the name of the District for emergency administration by trained employees to a student believed to be experiencing an anaphylactic reaction.	21 22 23 24 25
2. Definitions	When used in this policy—	26 27
	A. “Medication” includes all medicines prescribed by a licensed prescriber and any over-the-counter medicines and herbal and nutritional supplements.	28 29 30
	B. “Licensed prescriber” includes licensed physicians (M.D. and D.O.), podiatrists, dentists, optometrists, certified registered nurse practitioners (CRNP), and physician assistants.	31 32 33 34
	C. “Individualized Plan” means an Individualized Education Program (IEP), Section 504 Service Agreement (Service Agreement), Individualized Healthcare Plan (IHP), and/or Emergency Care Plan (ECP).	35 36 37

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- D. **“Anaphylaxis”** means a sudden, severe allergic reaction that involves various areas of the body simultaneously. In extreme cases, anaphylaxis can cause death.
- E. **“Asthma inhaler”** means a prescribed device used for self-administration of short-acting, metered doses of prescribed medication to treat an acute asthma attack.
- F. **“Epinephrine auto-injector”** means a prescribed disposable drug delivery system designed for the administration of epinephrine to provide rapid first aid for students suffering the effects of anaphylaxis.
- G. **“Self-administration”** means a student’s use of medication in accordance with a prescription or written instructions from a licensed prescriber (other than a podiatrist, dentist, or optometrist).
- H. **“Parent/Guardian”** means a biological or adoptive parent, guardian, or other person legally responsible for the student’s person and education.

School Code § 1401(12)

3. Delegation of Responsibility

The Superintendent or designee, in conjunction with the Certified School Nurse (CSN) shall develop administrative regulations for the administration and self-administration of students’ medications.

All medications shall be administered by the Certified School Nurse, or in the absence of the Certified School Nurse, by other licensed school health staff (RN, LPN), except as otherwise provided in this policy.

42 Pa. Cons. Stat. § 8337.1

In the event of an emergency, a District employee may administer medication when he/she believes, in good faith, that a student needs emergency care.

The Certified School Nurse shall collaborate with parents/guardians, District administration, faculty, and staff to develop, as necessary, an individualized healthcare plan to best meet the needs of individual students.

The Superintendent or designate, in conjunction with the Certified School Nurse, shall develop procedures for student possession and self-administration of asthma inhalers or epinephrine auto-injectors and emergency response, for the acquisition, stocking, and administration of stock epinephrine auto-injectors, and for the training of school employees responsible for the storage and use of epinephrine auto-injectors.

School Code § 510.2(3)(iii); 22 Po. Code § 12.3

The Superintendent or designate shall annually distribute this policy to students, parents/guardians, and staff, along with the Code of Student Conduct, by publishing such in handbooks and newsletters, on the District’s website, and through posted notices and other efficient methods.

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210 – POSSESSION, USE, AND ADMINISTRATION OF MEDICATIONS Page 3

The school physician shall be the prescribing and supervising medical professional for the District’s stocking and use of epinephrine auto-injectors. The Superintendent or designate shall obtain a standing order from the school physician for administration of stock epinephrine auto-injectors.

The Certified School Nurse shall be responsible for building-level storage and administration of stock epinephrine auto-injectors.

School Code § 1414.2(g)

The building principal shall annually notify parents/guardians of their right to opt-out of the provisions of this policy (Part 4(F)) relating to the administration of a stock epinephrine auto-injector. To opt out, the parent/guardian shall sign and return the District’s exemption form to the school nurse. The signed opt out forms shall be maintained by the school nurse and the school nurse shall provide trained school employees with the names of students whose parents/guardians have returned a signed opt-out form.

4. Guidelines

A. In General.

All District employees shall comply with the Pennsylvania Department of Health’s Guidelines for Pennsylvania Schools for the Administration of Medication and Emergency Care.

Before any medication may be administered to or by any student during school hours, the District must receive a written request of the parent/guardian giving permission for such administration.

All standing medication orders and parental consents shall be renewed at the beginning of each school year.

School Code § 1409

Student health records shall be confidential and maintained in accordance with state and federal laws and regulations, and Pennsylvania Department of Health Guidelines.

In order to maintain a student’s health and safety, each Individualized Plan for a student shall address what information will be provided to school staff and other adults who have responsibility for the student in the school setting.

Except as otherwise provided in this policy or as specifically provided for in an Individualized Plan, no student may keep any medication on his/her person or in a locker, book bag, or other place during school hours, at school-sponsored activities, or while in transit to/from school. Students who possess and or take medication in violation of this policy shall be subject to discipline in accordance with the code of student conduct.

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B. Delivery and Storage of Medications.

Except as otherwise provided in this policy, all medication shall be brought to the nurse’s office, or the main office if the nurse is not in the building, by the parent/guardian or by another adult designated by the parent/guardian. All medication shall be stored in the original pharmacy-labeled container, and kept in a secure cabinet or closet designated for storage of medication. Medications that require refrigeration shall be stored securely in a refrigerator designated only for medications. The District shall not store more than a 30-day supply of an individual student’s medication. No medications may be kept by teachers.

Medication should be recorded and logged in with the date, name of student, name of medication, amount of medication, and signature of the parent/guardian or designated adult delivering the medication and the school health personnel receiving the medication.

Non-prescription medication must be delivered in its original packaging and labeled with the student’s name.

Prescription medication shall be delivered in its original packaging and labeled with:

1. Name, address, telephone, and federal DEA (Drug Enforcement Agency) number of the pharmacy.
2. Student’s name.
3. Directions for use (dosage, frequency, and time of administration, route, special instructions).
4. Name and registration number of the licensed prescriber.
5. Prescription serial number.
6. Date originally filled.
7. Name of medication and amount dispensed.
8. Controlled substance statement, if applicable.

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All medications, both prescription and non-prescription, shall be accompanied by a completed Medication Administration Consent Form signed by the student’s parent/guardian, and a Licensed Prescriber’s Medication Order Form or other written communications constituting a medication order from a licensed prescriber. New forms signed by the parent/guardian and licensed prescriber must be provided if the dosage or other directions for use are changed at any time.

A parent/guardian must agree to deliver a new supply of the medication to the school as needed, and authorize the District to exchange health-related information with the licensed prescriber.

C. Administration of Medications.

A Certified School Nurse, or in the absence of a Certified School Nurse, other licensed school health staff (RN, LPN), shall be the primary person to administer medication or observe permitted self-administration of medication by students. If a Certified School Nurse or other licensed school health staff is not available, the building principal will call another building for a Certified School Nurse or other licensed school health staff to administer medication. The Pennsylvania Nurse Practice Act prohibits a Certified School Nurse or other licensed school health staff from delegating the administration of medication to unlicensed persons.

Planning for field trips and other school-sponsored activities shall start early in the school year and include collaboration between administrators, teachers, nurses, appropriate parents/guardians, and other designated health officials. Administration of medication during such activities shall be based on the student’s individual needs and may include the following:

1. Assigning school health staff to be available.
2. Utilizing a licensed person from the District’s substitute list.
3. Contracting with a credible agency which provides temporary nursing services.
4. Utilizing licensed volunteers via formal agreement that delineates responsibilities of both the school and the individual.
5. Addressing with parents/guardians the possibility of obtaining from the license prescriber a temporary order to change the time of the dose.
6. Asking a parent/guardian to accompany the child on the field trip or other activity, with proper clearances. Parents/guardians cannot be required to accompany the child.

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- 7. Arranging for medication to be provided in an original labeled container with only the amount of medication needed.

Security procedure shall be established for the handling of medication during such activities.

D. Disposal of Medications.

Procedures shall be developed for the disposal of medications consistent with Department of Health Guidelines, which shall include:

- 1. Guidelines for disposal of contaminated needles or other contaminated sharp materials in an appropriately labeled, puncture resistant container.
2. Processes for returning to parents/guardians all discontinued and outdated medications immediately, and all unused medications at the end of the school year.
3. Methods for safe and environmentally-friendly disposal of medications.
4. Proper documentation of all medications returned to parents/guardians and for all medications disposed of by the Certified School Nurse or other licensed school health staff. Documentation shall include, but not be limited to, date, time, amount of medication, and appropriate signatures.

E. Asthma Inhalers and Epinephrine Auto-Injectors.

- 1. In General.

Administration of asthma inhalers and epinephrine auto-injectors shall comply with Board policy, District procedures, and Individualized Plans.

- 2. Self-Administration by Students.

A student may only possess and self-administer an asthma inhaler or epinephrine auto-injector under the following conditions:

- a. The Certified School Nurse shall be provided with an order for the medication from a licensed provider (other than a podiatrist, dentist, or optometrist), including a statement that it is necessary for the student to carry the medication and that the student is qualified and able to self-administer the medication.

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School Code § 1414.1

- b. The medication order shall include:
 - i. Name of the drug.
 - ii. Prescribed dosage.
 - iii. Times the medication is to be taken.
 - iv. Length of time the medication is prescribed.
 - v. Diagnosis or reason the medication is needed, unless confidential.
 - vi. Potential serious reaction or side effects of the medication.
 - vii. Emergency response.
- c. The parent/guardian must file a written request that the school comply with the medication order of the licensed prescriber.
- d. The parent/guardian must file a written statement acknowledging that the District is not responsible for ensuring the medication is taken and relieving the District and its employees of responsibility for the benefits or consequences of the prescribed medication.
- e. The Certified School Nurse has determined that the student has demonstrated he/she is capable of self-administration of the asthma inhaler and/or epinephrine auto-injector in the school setting. Determination of competency for self-administration shall be based on the student’s age, cognitive function, maturity, and demonstration of responsible behavior. At a minimum, the student must be able to:
 - i. Respond to and visually recognize his/her name.
 - ii. Identify his/her medication.
 - iii. Demonstrate the ability to properly handle the medication.
 - iv. Demonstrate the proper technique for self-administering medication, including measuring and dosing..
 - v. Demonstrate the ability to accurately and reliably document the administration of medication.

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- vi. Sign his/her medication sheet to acknowledge having taken the medication.

 - vii. Demonstrate competency and understanding of the nature of the medication and potential risks of improper dosing, including overdosing, under-dosing, and missed doses.

 - viii. Demonstrate a cooperative attitude in all aspects of self-administration.
- f. The student must file a written acknowledgment that he/she has received instruction from the licensed prescriber on proper safety precautions for the handling and disposal of the asthma inhaler, and/or epinephrine auto-injector, that the student will not allow other students to have access to the prescribed medication, and that he/she understands appropriate safeguards.
- g. The student must have an Individualized Plan(s), which include an Individualized Healthcare Plan (IHP) and an Emergency Care Plan (ECP).

The District reserves the right to require a statement from the licensed prescriber for the continued use of a medication beyond the previously specified time period.

A written request for student use of an asthma inhaler and/or epinephrine auto-injector shall be submitted annually, along with required written statements from the parent/guardian and an updated prescription and medication order. If there is a change in the student’s prescribed care plan, level of self-management, or school circumstances during the school year, the parent/guardian and the licensed prescriber shall update the written statements.

The student shall notify the school nurse immediately following each use of an asthma inhaler or epinephrine auto-injector.

The school nurse shall provide periodic and ongoing assessments of the student’s self-management skills. Students must demonstrate a cooperative attitude in all aspects of self-administration of medication. Privileges for self-administration of medication may be revoked if the student violates school policies regarding self-administration.

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Students are prohibited from sharing, giving, selling, and/or using an asthma inhaler or epinephrine auto-injector in any manner other than that which is prescribed, during school hours, at any time while on school property, at any school-sponsored activity, and during the time spent traveling to and from school and school-sponsored activities. Violations of this policy or the provisions of an Individualized Plan, or any demonstration of unwillingness or inability to safeguard the asthma inhaler or epinephrine auto-injector, may result in loss of privilege to self-carry and self-administer the asthma inhaler or epinephrine auto-injector, and/or disciplinary action in accordance with Board policy and applicable procedural safeguards.

3. Administration by District Employees.

If the District does not receive a request for a student to self-administer an asthma inhaler or epinephrine auto-injector, or denies such a request, or revokes a student’s privilege to self-administer, the student’s prescribed medication shall be appropriately stored at a location in close proximity to the student. The school nurse, other designated school employees, and the student’s classroom teachers shall be informed where the medication is stored and means to access the medication.

F. *Stock Epinephrine Auto-Injectors.*

1. Standing Order.

The school physician shall provide and annually renew a standing order for administration of stock epinephrine auto-injectors to students believed to be experiencing an anaphylactic reaction.

The standing order showing include at least the following information:

- a. Type of epinephrine auto injector.
- b. Date of issue.
- c. Dosage.
- d. Signature of the school physician.

The standing order shall be maintained in the Superintendent’s office, and copies of the standing order shall be kept in each location where a stock epinephrine auto-injector is stored.

School Code § 1414.2

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2. Acquisition and Storage.

The school nurse shall obtain sufficient supplies of stock epinephrine auto-injectors pursuant to the standing order in the same manner as other medical supplies acquired for the school health program. The school nurse or designee shall regularly inventory and refresh epinephrine auto-injector stocks, and maintain records thereof, in accordance with the established internal procedures, manufacturer recommendations, and Pennsylvania Department of Health guidelines.

One or more school employees shall be designated within each school building to be responsible for the storage and use of the stock epinephrine auto-injectors.

Stock epinephrine auto-injectors shall be stored in a safe, secure location in the school nurse’s office or other location designated by the school nurse in accordance with the drug manufacturer’s instructions.

Stock epinephrine auto-injectors shall be made readily accessible to those employees who have completed the required training to administer them in the event a student experiences an anaphylactic reaction. All properly trained employees shall be informed of the exact location(s) where epinephrine auto-injectors are being stored within the school nurse’s office or elsewhere.

3. Administration.

When responding to a student believed to be experiencing an anaphylactic reaction, a trained school employee shall:

- a. Administer an epinephrine auto-injector that meets the prescription on file for either the student or the District. If the student is authorized to self-administer an epinephrine auto-injector, the trained school employee may provide the student with an epinephrine auto-injector that meets the prescription on file for either the student or the District for self-administration.
- b. Call for medical help immediately (dial 9-1-1).
- c. Take additional precautions or steps outlined an emergency response procedures and training, including the administration of a second dose of epinephrine, if necessary.
- d. Stay with the student until emergency medical help arrives.

School Code §§ 1414.2; 42 Pa. Cons. Stat. §§ 8332, 8337.1, 8541, 8545

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e. Coordinate with emergency medical services (EMS) personnel responding to the incident.

f. Notify the school nurse or designee of the incident.

4. Training.

Before any school district employee may be responsible for the storage or administration of epinephrine auto-injectors under this policy, the employee must successfully complete a training course approved by the Pennsylvania Department of Health.

Refresher training shall be completed every two (2) years, and a hands-on demonstration and review of this policy and any accompanying procedures shall be completed annually.

Evidence that such training has been completed shall be placed in the employee’s personnel file.

A list of District employees who successfully complete training shall be maintained, updated, and kept in the school nurse’s office and the District Administration Office.

5. Indemnification.

The District shall indemnify and hold harmless any employee who administers an epinephrine auto-injector in good faith to a student experiencing anaphylaxis, if all of the following conditions apply:

a. The employee did not act with the intent to harm or with reckless indifference to a substantial risk of harm in administering the epinephrine auto-injector to the student.

b. The employee successfully completed the training required by this policy.

c. The employee promptly sought additional medical assistance before or immediately after administering the epinephrine auto-injector

d. The employee administered the epinephrine auto-injector pursuant to this policy and the student’s Individualized Plan, if applicable.

School Code §§ 1414.2, 1414.9; 42 Pa. Cons. Stat. §§ 8547, 8548

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MEDICATIONS**

G. Students with Disabilities.

Section 504 and/or IEP teams may set forth additional or different requirements and/or accommodations for students with disabilities than are included within this policy. Where an accommodation or requirement in a Section 504 Service Agreement (Service Agreement) or Individualized Education Program (IEP) is in conflict with this policy, the Service Agreement or IEP must be approved in writing by the Certified School Nurse.

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