

RSU #63

- a. NEPN/NSBA Code:** **JLCD**
b. Title: **Administering Student Medications**
c. Author:
d. Replaces Policy:
e. Date Approved: **02/27/2017 RSU #63**
f. Previously Approved: **03/27/2006**
g. Policy Expiration: **Review as Needed**
h. Responsible for Review: **Superintendent, Nurse, & Policy Committee**
i. Date Reviewed: **01/09/2017 Superintendent & School Nurse**
01/09/2017 Policy Committee
j. References: **20-A MRSA § 254, 4009(4)**
Ch. 40 ME Dept. of Educ. Rules
28 C.F.R. Part 35 American with Disabilities Act
34 C.F.R. Part 104 (§ 504 of Rehabilitation Act
of 1973)
34 C.F.R. Part 300 Individuals with Disabilities
Education Act

k. Narrative:

It is the general policy of the Board of Directors (the Board) to discourage the dispensing of medication, including over-the-counter (OTC) medication on RSU 63 premises. The administration of prescribed medication to a student during school hours will be permitted only when failure to take such medication would jeopardize the health of the student, or the student would not be able to participate in school activities if the medication were not given during school hours. RSU 63 will not deny education opportunities to students requiring the administration of medication in order to remain in attendance and participate in the educational program.

Whenever possible, the schedule of drug administration should be altered so students can receive all doses outside school hours. Medications may be given during school hours in accordance with this policy with the written authorization of a physician and/or the student's parents/guardians.

- I.** The intent of this policy is to promote the safe administration of medications to students by school personnel and to provide for authorization of student emergency self-administration of medication from asthma inhalers and epinephrine pens. The Board encourages collaboration between parents/guardians, the School Nurse, and the school Principal in these efforts.
- II.** The Board disclaims any and all responsibility for the diagnosis, prescription of treatment, and administration of medication for any student, and for any injury arising from a student's self-administration of medication.

III. Definitions:

JLCD-Administering Student Medications

- A.** Administration means the provision of prescribed medication to a student according to the orders of a health care provider.
- B.** Health Care Provider means a medical/health practitioner who has a current license in the State of Maine with a scope of practice that includes prescribing medication.
- C.** Indirect Supervision means the supervision of an unlicensed school staff member when the school nurse or other health care provider is not physically available on site, but immediately available by telephone.
- D.** Medication means prescribed drugs and medical devices that are controlled by the U.S. Food and Drug Administration and are ordered by a health care provider. It includes OTC medications prescribed through a standing order prescribed by the student's health care provider.
- E.** Parent means a natural or adoptive parent, a guardian, or a person acting as a parent of a child with legal responsibility of the child's welfare.
- F.** School Nurse means a registered professional nurse with Maine Department of Education (DOE) certification for school nursing.
- G.** Self-administration means when the student administers medication independently to himself/herself under indirect supervision of the school nurse.
- H.** Unlicensed school personnel means persons who do not have a professional license that allows them, within the scope of that license, to administer medication.

IV. Administration of Medication by School Personnel

- A.** Parental Request: In the event no reasonable alternative exists, the parent/guardian may request in writing that medication be administered to the student during the school day. Written permission from the parent/guardian must list the medication, dose, time to be given at school, and any expected side effects. Written authorization from a parent/guardian will be considered sufficient for up to two weeks. The written request, completed on the Medication Permission Request Form (attached to this policy), will include an acknowledgement and agreement that unlicensed trained personnel may administer the medication as per the health care provider's instructions. In addition, the request will include that information regarding the student's medication may be shared with appropriate school personnel. Medications may be given for a period of longer than two weeks if there is written authorization from the physician. All changes in medication times, frequency, or dosage must be made in writing, and require a physician's signature if the medication is to be given for a period of time longer

than two weeks.

- B.** Health Care Provider's Order: If the medication is to be given for a period of time longer than two weeks, a signature from the health care provider is needed, substantiating the fact that the administration of a particular medication during the school day is necessary for the student's health and attendance in school. The order must include the student's name, the name of the prescribing health care provider, the name of the medication, the dose of the medication, the route the medication is to be given, the time the medication is to be given, and any special instructions.
1. If the parent has indicated permission on the Medication Permission Request Form, the School Nurse may contact the physician via phone or FAX concerning the medication order, and obtain a signature from the health care provider in this manner.
 2. It is the responsibility of the School Nurse to clarify any medication order that he/she believes to be inappropriate or ambiguous. In accordance with DOE Rule Chapter 40, section 2(B), the School Nurse may decline to administer a medication if he/she believes such administration would jeopardize student safety. In this case, the School Nurse must notify the parent/guardian, the student's health care provider, and the school Principal.
- C.** Renewal of Parental Requests/Medication Permission Forms and Health Care Provider Forms: Written parental permission requests and health care provider orders to administer medication at school must be renewed whenever there are changes in the order.
- D.** Delivery/Handling/Storage of Medications:
1. Medication must be brought to school in the original container, properly labeled with the student's name, the health care provider's name, medication name, dose, and time to be given.
 2. For the safety of all students, a parent/guardian must bring medications to school. Students may not bring medications to school on the bus. No medications will be transported home on the bus. Exceptions to this rule are emergency medications (asthma inhalers, diabetes medications, and bee sting kits) carried by students after demonstrating proper and responsible use to the School Nurse.
 3. All medications to be administered at school will be stored in a designated double-locked cabinet. Medication requiring refrigeration will be stored at 36-46 degrees F in an area not accessible to students. No medications are to be stored in an area accessible to students or untrained staff. There is great risk of unanticipated medication reactions if unauthorized users take medications that are meant for another student or employee.
 4. No more than a one-month supply of medication will be kept at school, excluding inhalers and epinephrine pens. The parent/guardian is responsible for replenishment of medications kept at school. If the

medication is regulated by the Federal Narcotics Act as a Schedule H or Schedule III drug, the number of pills delivered must be counted in the presence of the parent/guardian and recorded on the medication administration record.

E. Administering Medications in School:

- 1.** Medications will be administered by the School Nurse or other designated staff member who has completed specific training in the administration of medication.
- 2.** Training of unlicensed personnel will be provided by the School Nurse annually using the official school curriculum of the DOE that includes the components specified in DOE Rules Chap. 40 and other applicable standards, recommendations, programs, and/or methodologies. Following the initial training, a training review and information update must be held at least annually for those unlicensed school personnel authorized to administer medication.
- 3.** Based upon documentation of training and competency in the administration of medication, the School Nurse will make recommendations to the Superintendent/designee pertaining to the authorization of unlicensed persons to administer medications. The Superintendent/designee/Principals will delegate/assign the task of medication administration in school. The School Nurse will provide direction and oversight for the administration of medications to students in school.
- 4.** A list of personnel trained and documentation of annual training to administer medications will be kept on file within the school district.
- 5.** Administration of any medication will be documented in ink on the student's Medication Administration Record with the signature/initials of the person administering the dose at the time the medication is given. The Medication Administration Record will include the student's name, details of the specific medications (including dose, route, and time given), the parent/guardian's request and the health care provider's order. Records will be retained according to the current State schedules pertaining to student health records.
- 6.** Administration of medication will cease:
 - a.** At the end of two weeks, unless specific instructions by a health care provider are given in writing.
 - b.** By written request of the parent/guardian.
 - c.** If the medication is not brought to school
- 7.** At least the initial dose of medication must be administered at home prior to being administered in the school setting.
- 8.** Medications which can be given outside of school hours and medication which is not given to a student except during school hours will not be administered unless specifically requested in writing by the student's health care provider.

9. Medication errors or omissions will be reported to the School Nurse, the Principal of his/her designee, and the parent. An incident report will be completed as soon as possible to document the error or omission and will be placed in the student's health file.
10. School personnel will not administer medication to a student if this policy is not followed. Concerns, problems, and questions concerning **medication administration will be directed to the School Nurse as soon as possible.**
11. Confidentiality: To the extent legally permissible, staff members may be provided with information regarding medication administration on a "need to know" basis in the best interest of the student.

F. Administration of Medication during Off-Campus Field Trips and School-Sponsored Events:

1. RSU 63 will accommodate students requiring administration of medications during field trips. (Refer to Policy JLCD-R – Administering Student Medication on School Field Trips).
2. The School Nurse, Principal, and, as appropriate, the school's 504 Coordinator and/or IEP (Individualized Educational Plan) will determine whether an individual student's participation is contraindicated due to the unstable or fragile nature of his/her health condition, the distance from emergency care that may be required, and/or other extraordinary circumstances. The parent/guardian and primary care provider will be consulted in making this determination. The decision will be made in compliance with applicable laws, including the Individuals with Disabilities Act (IDEA) Chapter 504, and the Americans with Disabilities Act (ADA).
3. When there are no contraindications to student participation, an appropriately trained staff member will be assigned to administer medication.
4. The parent/guardian will be encouraged to accompany the student, if possible, to care for the student and administer medication.
5. All provisions of this policy shall apply to medications to be administered during off-campus field trips and school sponsored events.

G. Student Self-Administration of Asthma Inhalers and Epinephrine Pens:

Students with allergies or asthma may be authorized by the school Principal, in consultation with the School Nurse, to carry and self-administer emergency medication from an epinephrine pen (Epi-Pen) or asthma inhaler during the school day, during field trips, school-sponsored events, or while on a school bus. The student shall be authorized to possess and self-administer medication from an Epi-Pen or asthma if the following conditions have been met:

1. The parent/guardian, must request in writing for the student to self-administer medication with an Epi-Pen or asthma inhaler.
2. The student must have the prior written approval of his/her primary health

care provider and, if the student is under the age of 18, the prior written approval of his/her parent/guardian. The written notice from the student's primary care provider must specify the name and dosage of the medication, frequency with which it may be administered, and the circumstances that may warrant its use.

3. The student's parent/guardian must submit written verification to the school from the student's health care provider confirming the student has the knowledge and skills to safely possess and use an Epi-Pen or asthma inhaler.
4. The School Nurse will evaluate the student's technique to ensure proper and effective use of an Epi-Pen or asthma inhaler and not it in the student's medical file.
5. The parent will be informed that the school cannot accurately monitor the frequency and appropriateness of use when the student self-administers medication and that RSU 63 will not be responsible for any injury arising from the student's self-medication.
6. **Authorization granted to a student to possess and self-administer medication from an Epi-Pen or inhaler will be valid for the current school year only and must be reviewed annually.**
7. A student's authorization to possess and self-administer medication from an Epi-Pen or asthma inhaler may be limited or revoked by the school Principal.

H. Disposal of Medications:

1. Any unused, discontinued, or obsolete medications will be either returned to the parent/guardian or destroyed after notification of/to the parent/guardian. Medicine which is not repossessed by the parent/guardian within seven days of notification will be destroyed by the School Nurse in the presence of a witness. Medication will be turned over to law enforcement to be destroyed in a manner which is not detrimental to the environment.
2. Used syringes or needles will be disposed of in a clearly marked biohazard, puncture-resistant container with a secure lid. This will be stored in an area inaccessible to students and will be disposed of in accordance with OSHA standards.

I. Medications in Emergencies:

In case of students or staff with a history of an acute, potentially life-threatening allergic reaction to insect stings, foods, or medications:

1. Appropriate school personnel will be made aware of the allergy and potential reaction.
2. Medications provided by the parent/guardian will be kept in a predetermined place at the school. All personnel involved with the student or staff member will be made aware of the location of emergency medicines.

3. All schools will have Epi-Pens available at a central location (School Nurse's office) with the Protocol for Anaphylaxis posted in the School Nurse's office or nearby site.
4. Epi-Pens will be taken in the field trip first aid pack and accompany students on field trips. Students who have their own epinephrine autoinjector (EPI-Pen) or inhalers should take them on field trips.
5. A clear emergency plan/procedure will be outlined in the student's health record. All staff involved with the student (and grade level) will be informed of the plan.
6. All staff members involved with students will be trained annually. Training will be documented and records maintained in both the School Nurse's and Superintendent's office.
7. The student and/or employee with a known severe allergy or medical condition requiring potential emergency care will be strongly encouraged to wear a medic-alert emblem indicating his/her medical condition.

V. Delegation and Implementation of Policy

The Superintendent/designee will be responsible for developing administrative procedures and/or protocols to implement or supplement this policy.

RSU 63 MEDICATION PERMISSION FORM

Written Parent/Guardian permission must be obtained for each child in order for school personnel to give the medications. Any changes in medications, amounts, or times must be in writing, also. Parent/Guardian and/or School Nurse will obtain the signature of the prescribing health care provider if medication is to be given for longer than two weeks.

Please Read:

1. Parent/Guardian will bring medication to the office in its **original** container, properly labeled by a pharmacist, with student's name, name of medication, dose, and how often to be given. Medicines sent in baggies, envelopes, etc. will **not** be administered or sent home with the student. RSU 63 cannot be responsible for frequency and appropriateness of self-administered medication.
2. Medications given 2 or 3 times a day should be scheduled before and after school if possible and will **not** be given during school hours unless the prescribing health care provider specifies a time in writing.
3. All medications will be kept in the school office. The student may not transport medications on the bus. **Medications will not be sent home with students.** Exception: students may carry asthma inhalers and Epi-Pens only after demonstrating responsible use.
4. Over the counter medicines, such as cough and cold syrups, are heavily discouraged unless part of a prescribing health care provider's plan of care.
5. Medications left at school when the child is no longer taking them will be discarded in a manner according to district policy.
6. This form gives permission for unlicensed, trained personnel to give medications to your student.

Student's Name	Date of Birth	Grade
----------------	---------------	-------

Name of Medication	Dose	Route	Time
--------------------	------	-------	------

Reason for Medication: _____

Side Effects: _____

Date Medication will be stopped: _____

I, _____ give permission for my child to receive the above medication as directed. I give my permission for the School Nurse to contact the below named prescribing health care provider regarding my child's medication.

Parent/Guardian Signature	Telephone No.	Date
---------------------------	---------------	------

Name of Health Care Provider	Signature of Health Care Provider	Date
------------------------------	-----------------------------------	------

Form will be faxed to health care provider's office for signature

JLCD-Administering Student Medications