

Bartlett City Board of Education		6011
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GENERAL MEDICATION ADMINISTRATION GUIDELINES

If under exceptional circumstances a child is required to take non-prescription or prescription medication during school hours and the parent cannot be at school to administer the medication, only the school nurse, the Principal, or the Principal's designee will assist the student in self-administering the medication in compliance with the following guidelines: ¹

1. The student must be competent to self-administer the medication with assistance;
2. The parent or guardian must give written permission for school staff to assist with self-administration of medication; and
3. A written physician's order and authorization signed by the parent will be required and will include:
 - A. Child's name;
 - B. Parent or guardian's name and phone number;
 - C. Name of medication and reason for administration;
 - D. Name of physician;
 - E. Time medication is to be self-administered;
 - F. Dosage and directions for self-administration (prescription medicines must be in the original container with prescribing information; and non-prescription medicines must be in the original container with label direction and student's name);
 - G. Possible side effects, if known; and
 - H. Termination date for self-administration of the medication.

The physician's order and authorization must be delivered to the Principal's office in person by the student's parent/guardian prior to self-administration of student medicine.

Students may not possess, store, or transport any medication unless the student is doing so in accordance with an established Individual Health Plan (IHP). The medication must be delivered to the Principal's office in person by the parent or guardian of the student unless the physician advises that the medication must be retained by the student for immediate self-administration to treat a life-threatening condition. (i.e. students with asthma). Alternative, holistic, or homeopathic medications will not be administered by any school personnel.

In the case of necessary self-administration, the nurse/designee will:

1. Inform appropriate school personnel of the medication to be self-administered;

¹ T.C.A. §49-5-415

2. Keep physician's order and consent from parent in student's record;
3. Keep an accurate record of the self-administration of the medication;
4. Keep all medication in a locked cabinet except medication retained by a student per physician's order;
5. Return unused prescription to the parent or guardian only; and
6. Ensure that all guidelines developed by the Department of Health and the Department of Education are followed.

The parent or guardian is responsible for informing the Principal or his/her designee of any change in the student's health or change in medication.

Provided that a parent provides written permission, school personnel who volunteer and who have been trained by a Registered Nurse may administer glucagon and epinephrine to any BCS student whose Individualized Healthcare Plan (IHP) provides for such medication.

The school nurse shall be responsible for updating and maintaining each IHP, including required parent/guardian signatures authorizing administration of medication at school.

Bartlett City Schools shall adhere to the Guidelines for Use of Healthcare Professionals and Health Care Procedures in A School Setting when caring for the chronically ill student population.

A copy of this policy will be provided to a parent or guardian upon receipt of a request for long-term administration of medication.

STUDENTS WITH DIABETES

Each student diagnosed with diabetes shall have an Individual Health Plan (IHP). Upon written request of a parent or guardian, and if included in the student's medical management plan and in the IHP, a student with diabetes shall be permitted to perform a blood glucose check or administer insulin using any necessary diabetes monitoring and treatment supplies, including sharps. The student shall be permitted to perform the testing in any area of the school or school grounds at any time necessary as ordered by a physician and in keeping with the guidelines set forth by the Tennessee Occupational Safety and Health Administration (TOSHA).

Sharps shall be stored in a secure, but accessible location, including the student's person, until use of such sharps is appropriate.

Use and disposal of sharps shall be in compliance with the guidelines set forth by the Tennessee Occupational Safety and Health Administration (TOSHA).²

Guidelines

In addition to the requirements of each IHP for the care of students with diabetes, the District shall adhere to the following guidelines and training requirements:

1. Acquire and maintain physicians' orders and parent/guardian permission and

² T.C.A. §49-5-415(d)(7)

- 1 instructions for any medication to be administered at school;
- 2 2. Complete and maintain volunteer personnel training as described below and in
- 3 accordance with the Guidelines for Use of Health Care Professionals and Health
- 4 Care Procedures in a School Setting;
- 5 3. Assess competency and independent skill in blood glucose monitoring by the
- 6 student and/or trained personnel. The school nurse will assess competency in
- 7 adequate knowledge and skill in all aspects of blood glucose monitoring;
- 8 4. Provide the most appropriate setting for glucose monitoring which may be, in many
- 9 cases, the school health room/clinic. The location and method of monitoring
- 10 glucose levels, including safe disposal of sharps/lancets, shall be determined by
- 11 the school Principal, school nurse, the student, the parent/guardian, and the
- 12 student's physician or licensed healthcare provider.
- 13 5. Permit students with diabetes unrestricted access to necessary food, water, and
- 14 bathroom facilities on schedule and as needed. When food is served at school
- 15 events, provision shall be made for appropriate food to be available to students with
- 16 diabetes.
- 17 6. School meals shall not be withheld from any student for disciplinary reasons.
- 18 Students with diabetes shall not miss meals due to inability to pay. Meal charges
- 19 shall be billed and collected in accordance with Board policy.
- 20 7. Parents and healthcare providers of students with diabetes will be provided with a
- 21 description of their student's school schedule to facilitate the timing of monitoring,
- 22 treatment, and food consumption.

23 **ANTI-SEIZURE MEDICATIONS**

24 School personnel, who volunteer, under no duress or pressure and who have been
25 properly trained by a Registered Nurse may administer anti-seizure medications, including
26 glucagon, epinephrine, and diazepam gel, to a student in an emergency situation if such
27 medication is provided for by the student's Individual Health Plan. All volunteers trained to
28 administer anti-seizure medications shall also be trained in cardiopulmonary resuscitation
29 (CPR).

30 If a school nurse or licensed health care professional is immediately available, then such
31 nurse or health care professional shall administer anti-seizure medications. When a school
32 nurse or health care professional is not immediately available, a trained volunteer may
33 administer anti-seizure medication.

34 Prior to administration of an anti-seizure medication to a student by a school nurse or
35 volunteer school personnel in an emergency situation, the parent or guardian shall provide
36 written authorization to administer the medication at school. The request shall include:

- 37 1. Written authorization to administer the medication at school;
- 38 2. A written statement from the student's health care practitioner containing the
- 39 student's name, name and purpose of the medication, the prescribed dosage, the
- 40 route of administration, the frequency that the medication may be administered, and
- 41 the circumstances under which the medication may be administered; and
- 42 3. Prior to its date of expiration, the prescribed medication to the school in its
- 43 unopened, sealed package, with the intact label affixed by the dispensing
- 44 pharmacy.

1 The written authorization shall be kept on file in the office. Unless rescinded in writing,
2 the authorization shall be effective for the entirety of the school year in which it is granted,
3 but it must be renewed each school year.

4 The school nurse shall check monthly the expiration date for each anti-seizure medication
5 in possession of the school. At least one (1) month prior to the expiration date of each
6 medication, the school nurse or principal shall inform the parent or guardian of the
7 expiration date.

8 A student's parent or guardian who has given the school written authorization to administer
9 anti-seizure medication shall, in accordance with the student's IHP, notify the principal or
10 school nurse if anti-seizure medication or prescription over-the-counter medicines are
11 administered to the student at a time at which the student is not present at school. The
12 student's IHP shall set forth with specificity the requirements of reporting administration of
13 medication and for the dissemination of such information to volunteer school personnel
14 trained to administer anti-seizure medication. The notification shall be given after
15 administration of medication before or at the beginning of the next school day in which the
16 student is in attendance.

17 At least one (1) full-time employee or volunteer at each school, who is not a school nurse,
18 shall annually receive training in seizure safety and first aid to assist students and staff in
19 the event of an emergency.³

20 **STUDENTS WITH PANCREATIC INSUFFICIENCY OR CYSTIC FIBROSIS**

21 The parent or legal guardian of a student diagnosed with pancreatic insufficiency or cystic
22 fibrosis shall notify the District of the student's diagnosis. Once notified, an IHP shall be
23 developed by a registered nurse in collaboration with the family, student, student's
24 healthcare providers, and school personnel for the management of pancreatic
25 insufficiency or cystic fibrosis while in school, participating in school-sponsored activities,
26 and in transit to or from school or school-sponsored activities. The IHP shall be child-
27 specific and shall address or include:

- 28 1. A written format for nursing assessment that includes health status, risks,
29 concerns, and strengths;
- 30 2. Nursing diagnoses;
- 31 3. Interventions;
- 32 4. Delegation;
- 33 5. Training;
- 34 6. Expected outcomes; and
- 35 7. Goals to:
 - 36 A. Meet the healthcare needs of a student with pancreatic insufficiency or cystic
37 fibrosis; and
 - 38 B. Protect the safety of all students from the misuse or abuse of medication.

39 With written authorization from the healthcare provider and parent, a student with
40 pancreatic insufficiency or cystic fibrosis shall be allowed to carry and self-administer
41 pancreatic enzymes.

³ 2025 Public Acts, Chapter No. 165

STUDENTS WITH ADRENAL INSUFFICIENCY

“Adrenal insufficiency” means a hormonal disorder that occurs when the adrenal glands do not produce enough adrenal hormones.

“Adrenal crisis” means a sudden, severe worsening of symptoms associated with adrenal insufficiency, such as severe pain in the lower back, abdomen or legs, vomiting, diarrhea, dehydration, low blood pressure, or loss of consciousness.

A BCS employee who has successfully completed educational training in the treatment of adrenal insufficiency may administer a student’s medications that treat adrenal insufficiency. BCS employees that are not healthcare professionals may administer adrenal insufficiency medication to the student only if he/she is suffering an adrenal crisis in an emergency situation and a licensed healthcare professional is not immediately available. BCS employees that are not healthcare professionals shall not administer adrenal insufficiency medications unless they have received appropriate training to administer the medication.

The parent or legal guardian of a student diagnosed with adrenal insufficiency shall adhere to the General Medication Administration guidelines set forth above.

All healthcare professionals employed and/or contracted by BCS shall receive educational training in the treatment of adrenal insufficiency. Also, the District shall annually offer training to employees who volunteer to administer adrenal insufficiency medications in emergency situations when a licensed healthcare professional is not immediately available. Such training shall be conducted under the supervision of a physician or nurse practitioner or by any other healthcare professional licensed by State law under the supervision of a physician or nurse practitioner. The training shall include, at a minimum, the following:

1. General information about adrenal insufficiency and the dangers associated with adrenal insufficiency;
2. Recognition of the symptoms of a person who is experiencing an adrenal crisis;
3. The types of medications that are available for treating adrenal insufficiency; and
4. Proper administration of medications that treat adrenal insufficiency.

The District shall maintain a record of all school personnel who have completed adrenal insufficiency training.

ASTHMA INHALERS⁴

Students with a diagnosis of asthma may possess and self-administer prescribed, metered dosages of an asthma-reliever inhaler provided that the student’s parent/guardian:

1. Provides to the school Principal written authorization for the student to possess and self-administer the inhaler; and
2. Provides the school Principal with a written statement from the student’s health care practitioner stating that the student suffers from asthma and has been instructed in self-administration of the prescribed, metered dosage asthma-reliever

⁴ T.C.A. §49-50-1602

1 inhaled. The statement from the healthcare practitioner must also contain the
2 following information:

- 3 a. The name and purpose of the medication;
- 4 b. The prescribed dosage;
- 5 c. The time or times the prescribed inhaler is to be regularly administered, as
6 well as any additional special circumstances under which the inhaler is to
7 be administered; and
- 8 d. The length of time for which the inhaler is prescribed.

9 The written authorization from the parent/guardian and the physician's statement shall
10 be kept in the office of the school Principal.

11 BCS employees and volunteers shall incur no liability as a result of any injury sustained
12 by the student or any other person from possession or self-administration of the inhaler.
13 The student's parent/guardian shall sign a statement acknowledging that the school shall
14 incur no liability and the parent/guardian shall indemnify and hold harmless the school
15 and its employees against any claims relating to the possession or self-administration of
16 the inhaler.

17 The parental permission for self-administration of the prescribed, metered dosage
18 asthma-reliever inhaler shall be effective for the school year in which it is initially granted
19 and must be renewed each following school year.

20 The Principal may suspend or revoke the student's possession and self-administration
21 if the student misuses the inhaler or makes the inhaler available for usage by any other
22 person.

23 **ADMINISTRATION OF AN OPIOID ANTAGONIST FOR PERSONS SUSPECTED OF A**
24 **DRUG OVERDOSE⁵**

25 Each BCS middle and high school shall maintain, on-site, an opioid antagonist for the
26 management of students suspected of a drug overdose.

27 School personnel, including school nurses, who might administer an opioid antagonist
28 must complete the Tennessee Department of Health training on opioid antagonist
29 administration. The certificate of training completion must be kept in the employee's
30 personnel file.

31 Each Principal/designee overseeing administration of the antagonist shall notify any
32 student's parent/guardian of the administration of the opioid antagonist on a student.

33 All administration of an opioid antagonist shall be in compliance with State law and the
34 procedures outlined in the Guidelines for Use of Health Care Professionals and Health
35 Care Procedures in a School Setting, produced by the Tennessee Department of
36 Education and the Tennessee Department of Health.

⁵ T.C.A. §49-50-1604