

Guide to Determining Levels of Assistance in Medication Delivery¹

Levels of Functional Category	What the Student Can/Cannot Do	What School Staff Can/Cannot Do
<p>Nurse Dependent Student Students who cannot self-administer their own medication and cannot be considered a Supervised Student according to the criteria below.</p>	<p>Cannot State the name, amount, time, and effect of taking/not taking their medication. Cannot Recognize what the medication looks like, the purpose of the medication, if/when to refuse to take the medication, parameters under which the medication is to be taken, and when to refuse the medication if the student has any concerns about its appropriateness.</p>	<p>School Staff May NOT Assist Students with Medications An appropriate licensed medical professional (LPN under the direction of, or RN/NP, Physician, or PA) authorized to administer medications in NYS must administer all medications to the student.</p>
<p>Supervised Student Students who can self-administer medications with assistance at the direction of the student. Whether a student can do this is based on the student’s cognitive and/or emotional development rather than age or grade and should also consider the student’s particular diagnosis and the type of medication prescribed.</p>	<p>Can State the name, amount, time, and effect of taking/not taking their medication. Can Recognize what the medication looks like, the purpose of the medication, if/when to refuse to take the medication, parameters under which the medication is to be taken, and can refuse the medication if the student has any concerns about its appropriateness. Can swallow, inhale, apply, calculate, take the correct dose of medication, or request/direct an adult to assist them, if needed.</p>	<p>School Staff Trained by The School Nurse May Assist Students at The Request and Direction of The Student</p> <p style="text-align: center;"><u>IF TOLD TO DO SO BY THE STUDENT, Trained staff may:</u></p> <ul style="list-style-type: none"> • Open bottles • Remove the requested number of tablets/pills or pour the amount of liquid requested by the student who needs help. • Assist with BG testing or perform BG testing as requested by student. • Verify math calculations or verify the numbers being entered into insulin meters/devices by the student
<p>Independent Student Students who can self-administer their own medications without any assistance. In an emergency, the student may need assistance.</p>	<p>Can independently self-administer their own medications without any assistance. Must be permitted to carry/take their rescue medications for respiratory conditions, allergies, or diabetes if there is written parent consent and a provider’s written order attesting the provider has determined the student can self-administer effectively.</p>	<p>No Assistance Is Needed from School Staff If a student has an attestation to self-carry, self-administer: medication administration is not documented by the school and the parent/guardian assumes responsibility for ensuring their child is taking the medication as ordered. Schools should have a written care plan which instructs students how to obtain help from school personnel if needed. Schools should have additional doses of medication in the health office in case of need/emergency. The student either takes medication independently in the health office (after being handed the medication container by school staff) or with the required documentation carries and uses it independently.</p>

There are exceptions in law for unlicensed personnel to administer certain emergency medications, see the [NYSED Guidelines for Medication Management in Schools](#) for details.

¹ Information in chart is from *Student Functional Categories* section of the New York State Education Department’s October 2022 [Guidelines for Medication Management in Schools](#).

*Requests for use of non-FDA sanctioned medicines including but not limited to, herbal remedies, essential oils, dietary supplements, naturopathic or holistic medicines, natural products, or non-FDA sanctioned devices or combination of devices do not need to be honored by a school district or school nurse.