

**Administrative Procedures for Policy #3900 (Students)
Regarding School Health Services
Use of Asthma Drugs and Related Medications**

I. Definitions

- A. Asthma – a chronic lung disease that inflames and narrows air passages, causing recurring periods of wheezing, chest tightness, shortness of breath, and coughing.
- B. Bronchodilator – a medication that relaxes the bronchial muscles, resulting in the expansion of bronchial air passages to provide fast treatment of asthma-related symptoms and symptoms of respiratory distress. In this procedure “bronchodilator” refers to albuterol or albuterol sulfate, an orally inhaled medication that may be delivered via metered dose inhaler (MDI) or nebulizer.
- C. Health care-plan – written guidelines that address an individual student’s medical needs.
- D. Health practitioner – a licensed physician or other individual authorized by law to prescribe prescription drugs or devices.
- E. Medication – an asthma inhaler or emergency drug that is dispensed for a student on the prescription of a health practitioner for a student’s use for asthma or other airway-constricting disorders.
- F. Metered-dose inhaler (MDI) – a device that delivers a specific amount of medication to the lungs in the form of a short burst of aerosolized medicine that is usually self-administered by the student via inhalation.
- G. Over-the-counter medication – a non-prescription inhaler or similar medication for a student’s use for asthma or other airway-constricting disorders.
- H. Respiratory Distress – is defined as the sudden onset of signs and symptoms indicating difficulty breathing. It can be characterized as either Mild to Moderate or Severe.
- I. Self-administer – the application or consumption of medication in a manner directed by the health practitioner without additional assistance or direction.
- J. School Personnel – individuals who are employed by Calvert County Public Schools. School personnel include full-time and part-time employees, administrative staff and substitutes who have direct contact and supervision of students.
- K. School Property - any Calvert County Public Schools building and/or grounds, and any CCPS leased or owned vehicles, including school buses when they are in use for official school business. This includes any location used for co- or extra-curricular activities, including any field trips.

- L. Spacer – is a device that attaches to the mouthpiece of a metered-dose inhaler (MDI). The spacer acts as a holding chamber for the purpose of improving the delivery of medication to the lungs and makes the MDI easier to use.

II. Stock Bronchodilators

- A. In accordance with Md. Code Ann., Educ 7-426.6, procedures are required for the storage and use of stock bronchodilators on Calvert County Public School Property.
- B. School administrators, in coordination with the school nurse, will designate at least two school personnel to be voluntarily trained on the administration of stock bronchodilators.
- C. Training will be provided by the school nurse annually.
- D. School nurses and designated school personnel, who have undergone the training, are authorized to administer a stock bronchodilator to a student who is, or is perceived to be experiencing asthma-related symptoms or is perceived to be in respiratory distress, regardless of whether the student:
 - 1. Has been diagnosed with asthma or reactive airway disease; or
 - 2. Has been prescribed a bronchodilator by a licensed health care provider.
- E. Policies and procedures for the emergency treatment of respiratory distress using a stock bronchodilator are not intended to replace a student's asthma medication authorization action plan.
- F. Emergency administration of stock bronchodilator to a student who is, or is perceived to be experiencing asthma-related symptoms or respiratory distress is appropriate in the following situations:
 - 1. The student has a current asthma action plan but does not have an unexpired prescribed short-acting bronchodilator readily available.
 - a. In this case, use the asthma action plan provided by the health practitioner for the student and the school's stock bronchodilator with a spacer.
 - 2. The student (with known asthma or unknown history) has no asthma action plan or prescription for a bronchodilator.
 - a. In this case, use the school's standing order, Calvert County Public Schools Emergency Protocol and Standing Order for Administration of Bronchodilator.
- G. Signs and symptoms indicating respiratory distress can be characterized as either **Mild to Moderate** or **Severe**. The student's level of distress should be evaluated based on the signs and symptoms present.
- H. Emergency protocol for the treatment of mild to moderate respiratory distress.
 - 1. Contact parent/guardian.
 - 2. Administer 4 puffs of albuterol via an MDI spacer, waiting 5-10 seconds between puffs.

3. If previously diagnosed with asthma, student may return to class once breathing returns to normal.
 4. If undiagnosed or returns to health room with recurrence of symptoms, student will be sent home and should be seen by a health care provider.
- I. Emergency protocol for treatment of severe respiratory distress.
 1. Call 911 and specify a respiratory emergency.
 2. Immediately administer 8 puffs of albuterol via an MDI with a spacer, waiting 5-10 seconds between puffs.
 3. If paramedics have not arrived in 10-15 minutes and student is still in distress, repeat administration of 8 puffs of albuterol via an MDI with a spacer, waiting 5-10 seconds between puffs.
 4. Contact parent/guardian.
 - J. If school nurse is available, respiratory rate, pulse and breath sounds should be monitored and documented at initial presentation and then every 30 minutes.
 - K. Stock bronchodilators are available for use on school property only.
- III. Authorization to possess and self-administer
- A. In order to possess and self-administer an inhaler or other medication authorized by this policy on school property, the student must have a health care plan on file in the school health room. The health care practitioner's order may serve as the health care plan.
 - B. The health care practitioner must indicate on the School Asthma Medication Administration Authorization Form that the student must carry the prescribed or over-the-counter medication at all times. The parent or guardian must sign the form. The school nurse must sign the form verifying the skill level for self-administration.
 - C. The school nurse will provide a list of students authorized to carry medication to the school administrator.
 - D. The student must carry a copy of the health care practitioner's order at all times.
 - E. The health care practitioner's order must be maintained in the student's educational record at school.
 - F. The health care practitioner's order must be renewed annually.
- IV. Assessment
- A. The student's parent or guardian must provide written verification from the student's health care practitioner confirming the student has the knowledge and skills to safely possess and self-administer the medication.
 1. The school nurse shall assess the student's ability to demonstrate the skill level necessary to ensure proper and effective use of the medication in school.
 2. If the student uses the asthma medication during the school day, the student is responsible for reporting to the school nurse as soon as possible. The nurse will determine the effectiveness of the medication

V. Training

- A. The Supervisor of School Health or designee will provide training for teachers of students who carry medication authorized by this policy in accordance with the Maryland School Health Services Guidelines.

VI. Safe and Healthy Environment

- A. The parent or guardian must provide back-up medication to be kept in the school health suite to ensure continued administration of the medication in the event the student has forgotten his/her medication.
- B. A student may be subject to disciplinary action if the student does not use the medication in a safe and proper manner. A meeting will be held with the school nurse, parent or guardian, and school administrator to review the health care plan yearly.