Procedures Accompanying Policy Number: C115
Title: Use of Medications
Section: Students

Use of Medications

Purpose

This regulation is designed to implement the provisions of Policy C-115 in specifying the conditions and circumstances under which medication shall be administered by school personnel to students or self-administered by students in the school setting and during school hours. Terms used herein are as defined in Policy C-115.

Procedures

A. EASTERN employs licensed practical nurses ("LPNs") who work in consultation with the sending schools' Certified School Nurses. EASTERN's Coordinator of Practical Nurses should request the services of the sending schools Certified School Nurse in all situations that extend beyond the licensure of a Practical Nurse.

B. **Request from Parent/Guardian to Administer Medication**:

With the exception of emergency situations, before medication may be administered to a student during school hours, the nurses' office must receive:

a. Written authorization from the parent/guardian of a student to administer the medication. The written authorization, which must be renewed at the start of each school year by the parent/guardian, must contain:

i. The parent/guardian's printed name, signature, and emergency phone number
ii. Approval to have EASTERN's practical nurses administer medications;
iii. A list of all medications taken by the student (both at home and in school).

b. A dated prescription from the physician or other licensed prescriber ("Licensed Prescriber") with an original signature or authorized electronic signature. These prescriptions can be accepted via fax or electronically from a Licensed Prescriber on EASTERN's form for this purpose, or on the prescriber's letterhead or prescription pad, provided the letterhead or prescription pad includes all of the required information, as set forth below. The prescription from the Licensed Prescriber may be delivered by the parent/guardian to the nurses' office if it is not delivered through other acceptable means, such as by mail, fax, or electronically. The prescription must include:

i. Student's name;
ii. Name, signature and phone number of the Licensed Prescriber;
iii. Name of the medication;
iv. Route and dosage of the medication;
v. Frequency and time of administration of the medication;
vi. Date of the prescription and discontinuation date, if any;
vii. Specific directions for administration, if necessary; and
viii. Any potential adverse reactions or contraindications with other medications (prescribed or OTC) taken by the student.

c. The medication, including subsequent renewals, shall be delivered by the parent/guardian to the nurses' office.

i. Students may not deliver medication to the nurse's' office.

ii. Prescribed medication must be in the original pharmacy labeled container. The pharmacy label must conform to state law. The label must contain the following:

1. Name, address, telephone number and Federal DEA number of the pharmacy
2. Patient name
3. Directions for use (dosage, frequency and time of administration, route, special instructions).
4. 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

iii. Subsequent renewals of the medication must be reviewed by the Coordinator of Practical Nurses at least once per school year.

d. The LPNs receiving any medication will document the quantity of the medication delivered. This documentation will include the date, time, amount of medication and the signatures of the parent/guardian delivering the medication and the school health personnel receiving the medication.

C. Administration of Medication:

All medications shall be stored and administered by an LPN only after a current, properly completed medication administration consent form is on file. Students are not permitted to carry medications on their persons during school hours except in certain situation described by these procedures.

a. The initial dose of medication shall not be given during school hours except in life threatening situations. The initial dose is the first dosage administered under the prescription.
b. Medications shall be stored in a securely locked cabinet used exclusively for medications and kept in the original labeled container with the Licensed Prescriber's prescription attached. Medications that require refrigeration will be stored and locked in a refrigerator used for medications only. Access to all medications will be limited to LPNs except for life threatening emergencies. Emergency medication for anaphylaxis, diabetes or asthma may be stored in an unlocked location as noted in the student's Emergency Care Plan.

c. No more than a 30 day supply for any medication will be stored at school, with the exception of emergency medication which may be stored until the end of the school year or until the medication has expired or has been discontinued (whichever comes first).

d. The Practical Nursing Coordinator shall maintain the name of each student to whom medication is administered, the Licensed Prescriber, the dosage, the route, the date and time the medication is given, and the signature (written or electronic) of the LPN who administered the medication.

e. Medications will be administered within 30 minutes before or after the prescribed time. If a student fails to report to the nurses' office for medication, efforts will be made to locate the student and administer the medication. A student who refuses to take medication will not be physically forced to do so except in a life-threatening situation. Parents will be contacted in the case of medicine refusal and may come and administer the medication to their child.

f. In order to ensure the positive identification of the student who receives the medication, the student's photograph should be accessed from the student data base by the LPN administering the medication.

g. Parents/guardians must pick up medications by the end of the school year or upon the discontinuation of the administration of the medication, whichever is earlier.

h. Medications for which the prescription has expired or for which the prescription is more than a year old will not be administered. Parents/guardians shall be responsible for noting the expiration date of medication as listed on the medication label and providing a new prescription when medication has expired or has run out.

i. Any medications left at the end of the school year shall be disposed of under the direction of Practical Nursing Coordinator. Disposal of medications shall be in accordance with Federal guidelines.

j. The LPN has the right to refuse to administer any medication that, according to his or her professional judgment, is prescribed as too high of a dose or is may be potentially harmful to a student. In this situation, the Practical Nursing Coordinator will immediately contact the parent, Supervisor of Career-Technical Education, the sending school's nurse, and the sending school's consulting physician. The recommendation of EASTERN's Practical Nursing Coordinator will be final.

D. Medication Variances:

Medication variances are deviations from the standard of care. Variances can include administration of incorrect medication, omitted doses, incorrect doses, incorrect time of administration, incorrect route of administration and/or incorrect technique in administration.

All variances will be documented by the Practical Nursing Coordinator and reported to the sending school nurse. The sending school nurse will notify the parent(s)/guardian(s) and the Director. The sending school nurse will notify the Licensed Prescriber if there is potential for harm to the student.

Medication variances will be reported on a medication variance form which should be used in reviewing for quality assurance and designing corrective action if necessary.

E. Emergency Health Situations:

Unsupervised self-administration of emergency medication refers to situations in which students carry their own medication and administer it to themselves during the school day, as ordered by their Licensed Prescriber and as authorized by their parent/guardian.

In order to accommodate students who must carry and self-administer emergency medications unsupervised, the following will be in place:

a. A prescription from a Licensed Prescriber, including a statement that it is necessary for the student to carry the medication and that the student is capable of self-administration;

b. Written parental/guardian authorization, that must include a statement relieving the school entity or any school employee of any responsibility for the benefits or consequences of the prescribed medication, and acknowledging that EASTERN bears no responsibility for ensuring that the prescribed medication is taken; and

c. The parent/guardian may also indicate in the written authorization that a student is competent to carry an epinephrine auto-injector on his or her person but too young and/or not developmentally ready to self-administer the medication.

d. If a student is of an age and maturity, as determined by a Licensed Prescriber, to self-administer epinephrine auto-injectors, he/she will be encouraged and permitted to carry this medication on his/her person.

e. The sending school nurse shall ensure that the student is competent in self-care through student demonstration of administration skills and responsible behavior. The sending school nurse will provide for the periodic and ongoing assessment of the student's self-administration skills.

f. Any student who self-administers emergency medication (emergency epinephrine, asthma inhalers, glucose tablets and glucagon) must notify the Practical Nursing Coordinator following each use, who will inform the sending school nurse.

Students may carry and self-administer other medications only if a properly completed form (Permission to Carry and Self-Administer Emergency Medication) is on file and the prescription specifies the need for the student to carry and self-administer the medication. In these circumstances, EASTERN reserves the right to obtain a release from the parent/guardian.

If the Practical Nursing Coordinator, through professional judgment and assessment, believes that the student is not capable of safely carrying and administering the emergency medication, he/she will contact the parent/guardian, if applicable, Licensed Prescriber, sending school nurse, and the sending school's physician consultant. In these situations, the decision of the EASTERN Practical Nursing Coordinator shall be final.

F. Special Procedures for Epinephrine Auto-Injector (Epi-Pen or Epi-Pen, Jr.):
The School shall maintain in a safe, secure location a supply of epinephrine auto-injectors. In order to administer an epinephrine auto-injector in accordance with the below provisions, a School employee must successfully complete the designated training program developed by the Department of Health.

For life threatening situations indicating incipient anaphylactic shock and/or severe asthma attack, EASTERN professionals, personnel and staff who have been properly trained shall be authorized to do the following, unless a student's parent/guardian has opted out in accordance with the below opt out provisions.

1. Provide an epinephrine auto-injector that meets the prescription on file for either the individual student or the School to a student who is authorized to self-administer an epinephrine auto-injector;

2. Administer to a student an epinephrine auto-injector that meets the prescription on file for either the individual student or the School; and

3. Administer an epinephrine auto-injector that meets the prescription on file for the School to a student that the employee in good faith believes to be having an anaphylactic reaction.

Epinephrine Auto-Injector Opt Out:

The Public School Code, Section 1414.2(g), allows parents/guardians to request an exemption to the administration of an epinephrine auto-injector for their child. In order to request this exemption, parents/guardians are to contact the School nurse to make an appointment to discuss this decision, review and sign the appropriate opt-out form.

Staff members are not authorized to administer or provide an epinephrine auto-injector as described in Section F above if the child's parent/guardian has opted their child out in accordance with the procedures contained herein.

Civil immunity shall apply to a person who administers an epinephrine auto-injector in accordance with the procedures contained herein.

G. Special Additional Procedures for Students Who Self-Manage Diabetes:

In addition to the above requirements, the following requirements must be met for students who desire to self-manage their diabetes:

Each student self-managing their diabetes shall demonstrate the capability for self-management and for responsible behavior in doing so through an appointment initiated by sending school nurse. The sending school nurse shall ensure that the student can properly test his/her blood glucose and can self-administer his/her medication. Students must immediately notify the nurses office following each use of the emergency medication. Student must notify nurses office of blood glucose results as detailed in the Licensed Prescriber's plan.

H. School-Sponsored Events, Extracurricular Activities, Field Trips, and Overnight Student Trips:

Regardless of the setting or time of year, all Federal and state laws and regulations and clinical standards that govern the practice of safe medication administration continue to apply.

Students with disabilities cannot be denied access to school-sponsored activities due to the needs for administration of medication. In the case of a school trip, the School may ask a parent/guardian to accompany his/her student but cannot require the parent to do so.

I. Automatic External Defibrillators (AED's):

The School shall assure that two (2) or more staff members are properly trained in the use of AED's.

School personnel who are expected to use the AED shall complete training in cardiopulmonary resuscitation and in the use of an automatic external defibrillator provided by the American Heart Association, the American Red Cross or through an equivalent course of instruction approved by the Department of Health.

J. Special Procedures for Naloxone (Narcan) Administration:

The School wishes to prevent opiate related overdose deaths by making naloxone (Narcan) available on site. Naloxone is a medication found to reverse the effects of an opiate-related drug overdose. For life threatening situations indicating opiate overdose, the LPN or other licensed health personnel are authorized and directed to administer Naloxone (Narcan) nasal spray provided he or she has completed an on-line course approved by the Pennsylvania Department of Health. Administration of Naloxone (Narcan) in accordance with this Policy is restricted to the Naloxone (Narcan) Nasal Spray. School officials are also directed to contact 911 in cases of suspected opiate overdose and/or administration of Naloxone.

Naloxone (Narcan) shall be safely stored in the School nurse's office in compliance with drug manufacturer's instructions.

Naloxone (Narcan) shall be made readily accessible to those who are authorized and have completed the required training to administer it in the event of suspected drug overdose.

The School shall take reasonable steps to notify students and their parents/guardians of this Policy once each school year. Such notification shall encourage students to immediately report suspected drug overdoses to School officials to ensure prompt intervention.

K. Special Procedures for Asthma Inhalers:

The following requirements must be met for students who desire to possess and self-administer asthma inhalers in school:

a. Request must include a written statement from the physician, certified registered nurse practitioner or physician assistant indicating the name of the medication, the dosage, the times when the medication is to be taken and the diagnosis or reason for which the medication is needed, unless the physician specifies that the diagnosis or reason should remain confidential. The physician, certified registered nurse or physician assistant must indicate in this written order the potential for any serious reaction to the medication that may occur, as well as any necessary emergency response. The physician, certified registered nurse practitioner or physician assistant must state whether the child is qualified and able to self-administer the medication.

b. The parent or guardian must submit a written request that the school comply with the written order of the physician, certified registered nurse practitioner or physician assistant. This written request must include a statement relieving the school entity or any school employee of any responsibility for the benefits or consequences of the prescribed medication when it is parent-authorized, and acknowledging that the school entity bears no responsibility for ensuring that the medication is taken.

c. The School reserves the right to require a statement from the physician, certified registered nurse practitioner or physician assistant for the continued use of any medication beyond one year.

d. Each student possessing and self-administering an asthma inhaler shall demonstrate the capability for self-administration and for responsible behavior in the use thereof, through an appointment initiated by the school nurse; each student must immediately notify the school nurse following each use of the asthma inhaler by signing his/her medication sheet in the presence of the nurse immediately following each use.

e. The School shall restrict the availability of the asthma inhaler and prescribed medication therein, with immediate confiscation of both the asthma inhaler and the medication, as well as loss of privileges, if this Policy/Procedure is abused or ignored.

L. Other Provisions:

Students are prohibited from sharing, giving, selling, or using an asthma inhaler, epinephrine auto-injector, or another other medication in any manner other than which it is prescribed during school hours or while on school property. Violations of this Policy may result in loss of privilege to self-carry in accordance with Board Policy

Nurses may administer first aid to a student without the express written permission of a parent/guardian, where deemed necessary by the nurse pursuant to her professional judgment.

Notice will be given annually to the parent(s)/guardian(s) of students enrolled in EASTERN of the provisions of Policy C-115 and this procedure.

Adopted: 8/14/13
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