

ADMINISTRATION OF MEDICATION TO STUDENTS

Although the Wells-Ogunquit C.S.D. School Committee discourages the administration of medication to students during the school day when other options exist, it recognizes that in some instances a student's chronic or short-term illness, injury, or disabling condition may require the administration of medication during the school day. The school will not deny educational opportunities to students requiring the administration of medication in order to remain in attendance and participate in the educational program.

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 Wells-Ogunquit C.S.D. School Committee encourages collaboration between parents/guardians and the schools in these efforts.

The Wells-Ogunquit C.S.D. School Committee 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.

Definitions

"Administration" means the provision of prescribed medication to a student according to the orders of a health care provider.

"Health care provider" means a medical/health practitioner who has a current license with a scope of practice that includes prescribing medication.

"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.

"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 over-the-counter medications prescribed through a standing order by the school physician or prescribed by the student's health care provider.

"Parent" means a natural or adoptive parent, a guardian, or a person acting as a parent of a child with legal responsibility for the child's welfare.

"School nurse" means a registered professional nurse with Maine Department of Education certification for school nursing.

"Self-administration" is when the student administers medication independently to him/herself under indirect supervision of the school nurse.

"Unlicensed school personnel" are persons who do not have a professional license that allows them, within the scope of that license, to administer medication.

Administration of Medication by School Personnel

Parental Request

In the event that no reasonable alternative exists, the parent/guardian may request in writing that medication be administered to the student during the school day. The written request must include an acknowledgement and agreement that unlicensed personnel may administer the medication as per the health care provider's instructions. In addition, the request shall indicate that information regarding the student's medication may be shared with appropriate school personnel. Parents may provide the reason (diagnosis) requiring the administration of medication.

Requests shall be valid for the current school year only.

Health Care Provider's Order

All parental requests must be accompanied by a written order from the student's health care provider 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. Such order must include:

- A. The student's name,
- B. The name of the medication,
- C. The dose,
- D. The route of administration (e.g., tablets, liquid, drops),
- E. Time intervals for administration (e.g., every four hours, before meals),
- F. Any special instructions, and
- G. The name of the prescribing health care provider.

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 Department of Education Rule Chapter 40 § 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, the student's health care provider and the school administrator (i.e., building principal or designated administrator).

Administration of Over-the-counter Medications

At all grade levels, Acetaminophen (Tylenol) or Ibuprofen, weight/age dose, may be administered at the discretion of the school nurse after appropriate evaluation and in accordance with the order of a school physician who provides this standing order to district nurses. A signed parent/guardian consent form must be on file in the nursing office. Designated unlicensed trained personnel may administer Acetaminophen or Ibuprofen if the nurse is not available.

At all grade levels, the administration of Acetaminophen or Ibuprofen is accompanied by periodic, same day reassessment and parent notification if symptoms persist.

Chronic use of these medications, as determined by the school nurse, will require an evaluation and order from the student's health care provider.

At all grade levels, all over-the-counter medications may be administered when accompanied by a health care provider's order AND written parent/guardian consent.

In the event of a non-emergent allergic reaction (i.e., hives), Diphenhydramine (Benadryl), weight/age appropriate dose, may be administered per a school physician's standing order after appropriate assessment by the school nurse AND parent/guardian consent. A school physician also provides this standing order.

Renewal of Parent Permission Requests/Forms and Health Care Provider Orders

Written parental permission requests/forms and health care provider orders must be renewed at least annually. Health care provider orders must be renewed whenever there are changes in the order.

Delivery and Storage of Medication

The student's parents shall deliver any medication to be administered by school personnel to the school in its original container. In the event that this is not practical, the parent must contact the school to make alternate arrangements.

No more than a twenty (20) day supply of medication shall be kept at school, excluding inhalers and epinephrine pens. The parent is responsible for the replenishment of medication kept at school.

If the health care provider's order/prescription is for a medication regulated by the Federal Narcotics Act, no more than a twenty (20) day supply shall be kept at school.

The parent is responsible for notifying the school of any changes in or discontinuation of a prescribed medication that is being administered to the student at school. The parent must remove any medication no longer required or that remains at the end of the school year.

The school nurse shall be responsible for developing and implementing procedures for the appropriate and secure storage of medications kept at school, and all medications shall be stored in a permanent locked unit, affixed to the premises, in accordance with this procedure.

Recordkeeping

School personnel and the student's parent shall account for all medication brought to school. The number of capsules, pills or tablets, and/or the volume of other medications brought to school shall be recorded.

School staff administering medication shall document each instance the medication is administered including the date, time, and dosage given.

The school nurse shall maintain a record including the parent's request, physician's order, details of the specific medications (including dosage and timing of medication), and documentation of each instance the medication is administered.

Records shall be retained according to the current State schedules pertaining to student health records.

Confidentiality

To the extent legally permissible, staff members may be provided with such information regarding medication and its administration as may be in the best interest of the student.

Administration of Medication

Medication may be administered during the school day by licensed medical personnel acting within the scope of their licenses.

The school nurse, under the administrative supervision of the Superintendent of Schools, will provide direction and oversight for the administration of medication to students.

All unlicensed personnel (principals, teachers, education technicians, school secretaries, coaches, bus drivers, etc.) who administer medication must receive training before being authorized to do so.

At the high school level, special circumstances may warrant a student to carry and/or self-administer other medications. Approval will be determined on a case-by-case basis with the signed approval of parent/guardian, building administrator (or superintendent), school nurse, student's health care provider, and a school physician. The decision will take into account the maturity and capability of the student and circumstances under which the student will or may have to carry and/or self-administer the medication. Parent/guardian will be advised that the school cannot accurately monitor the frequency and appropriateness of use when the student self-administers medication and the District will not be responsible for any injury arising from the student's carrying or self-administering the medication.

Based upon the documentation of training and competency in the administration of medication, the school nurse will make recommendations to the Superintendent/designee pertaining to authorization of unlicensed persons to administer medication. Training that shall be acceptable for the purpose of authorization of unlicensed personnel is addressed under the section of this policy titled "Required Training of Unlicensed Personnel to Administer Medication."

Administration of Medication During Off-Campus Field Trips and School-Sponsored Events

The school will accommodate students requiring administration of medication during field trips or school-sponsored events as follows:

The school nurse, principal, and, as appropriate, the District's Section 504 Coordinator and/or PET, will determine whether an individual student's participation is contraindicated due to the unstable/fragile nature of his/her health condition, the distance from emergency care that may be required, and/or other extraordinary circumstances. The student's parent and primary care provider will be consulted in making this determination. The decision will be made in compliance with applicable laws, including the IDEA, § 504 and the Americans with Disabilities Act (ADA).

The parent must provide the appropriate number of doses needed for the duration of the field trip or school-sponsored event.

When there are no contraindications to student participation, an appropriately trained staff member will be assigned to administer medication. The parent will be encouraged to accompany the student, if possible, to care for the student and administer medication. All provisions of this policy shall apply to medications to be administered during off-campus field trips and school-sponsored events. As practicable, the DOE's "Policy for Medication Administration on School Trips" will be followed.

Student Self-Administration of Asthma Inhalers and Epinephrine Pens

Students with allergies or asthma may be authorized by the building principal, in consultation with the school nurse, to possess and self-administer emergency medication from an epinephrine pen (EpiPen) 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 epinephrine pen or asthma inhaler if the following conditions have been met.

- A. The parent (or student, if 18 years of age or older) must request in writing authorization for the student to self-administer medication from an epinephrine pen or asthma inhaler.
- B. 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.
- C. The student's parent/guardian must submit written verification to the school from the student's primary care provider confirming that the student has the knowledge and the skills to safely possess and use an epinephrine pen or asthma inhaler.
- D. The school nurse shall evaluate the student's technique to ensure proper and effective use of an epinephrine pen or asthma inhaler.
- E. 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 the District will not be responsible for any injury arising from the student's self-medication.
- F. In the event of a severe, emergent anaphylactic (allergic) reaction of an un-diagnosed individual, an Epi-pen (weight-appropriate dose) may be administered by the school nurse or Certified Athletic Trainer in accordance with the standing order of a school physician. EMS (ambulance) will be activated when Epi-pen is administered. All efforts will be made to contact parent/guardian or other family member.

Authorization granted to a student to possess and self-administer medication from an epinephrine pen or asthma inhaler shall be valid for the current school year only and must be renewed annually.

A student's authorization to possess and self-administer medication from an epinephrine pen or asthma inhaler may be limited or revoked by the building principal after consultation with the school nurse and the student's parents if the student demonstrates inability to responsibly possess and self-administer such medication.

To the extent legally permissible, staff members may be provided with such information regarding the student's medication and the student's self-administration as may be in the best interest of the student.

Sharing, borrowing, or distribution of medication is prohibited. The student's authorization to self-administer medication may be revoked and the student may be subject to disciplinary consequences for violation of this policy.

Required Training of Unlicensed Personnel to Administer Medication

Unlicensed school personnel who administer medication to students in a school setting (at school, on school transportation to or from school, on field trips, or during school-sponsored events) must be trained in the administration of medication before being authorized to carry out this responsibility. Such training must be provided by a registered professional nurse or physician and include the

components specified in Department of Education Rules Chapter 40 and other applicable Department of Education standards, recommendations, programs, and/or methodologies.

The trainer shall document the training and competency of unlicensed school personnel to administer medication. Based upon a review of the documentation of training and competency in the administration of medication, the school nurse will make recommendations to the Superintendent/designee pertaining to authorization of such unlicensed personnel to administer medication.

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.

Delegation and Implementation

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

Such procedures/protocols shall include direction regarding:

1. Safe transportation of medication to and from school,
2. Administration of medication during field trips and school-sponsored events,
3. Accountability for medications, particularly those regulated by the Federal Narcotics Act,
4. Proper storage of medication at school,
5. Training of appropriate staff on administration of emergency medications,
6. The procedure to follow in the event of a medication reaction,
7. Access to medications in case of a disaster,
8. The process for documenting medications given and medication errors, and
9. The proper disposal of medications not retrieved by parents.

Legal Reference: 20-A M.R.S.A. §§ 254; 4009(4)
Ch. 40 (Me. Dep't. of Education Rule)
28 C.F.R. Part 35 (Americans with Disabilities Act of 1990)
34 C.F.R. Part 104 (Section 504 of the Rehabilitation Act of 1973)
34 C.F.R. Part 300 (Individuals with Disabilities Education Act)

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MEDICATION POLICY

ALL MEDICATION, prescription or non-prescription (exceptions: acetaminophen or ibuprofen) is to be submitted to the school nurse accompanied by written directions from the parent/guardian **AND** the health care provider. In order for ANY prescription or nonprescription medication to be administered at school, three items must be received by the nurse's office: 1) *written permission* by the parent/guardian; 2) *written permission* by the health care provider who is prescribing the treatment and; and 3) *medication in pharmacy container*, with attached pharmacy label (pharmacies are willing to provide an additional container for school, upon request).

WITHOUT these three items in place, the school nurse cannot administer medication.

OVER THE COUNTER MEDICATIONS, that the health care provider has issued a written order for must be sent to the school nurse in an unopened container. In addition, many medications can be prescribed to be administered outside of school hours. Medications that are prescribed to be administered two to three times daily need not be taken at school.

IMPROPERLY LABELED MEDICATIONS, i.e., which is brought to school in baggies or envelope, cannot be administered. The medication must be in the original container or prescription vial from the pharmacy. The student's name, name of medication, dosage, time to be administered and prescribing health care provider's name must be included. All medication orders must be renewed at the beginning of each school year. All Medication must be brought to school by a responsible adult.

PLEASE TYPE OR PRINT

Student: _____ Date of Birth: _____ Age: _____

Grade: _____ Teacher: _____

A. TO BE COMPLETED BY THE HEALTH CARE PROVIDER:

Reason for medication: _____

Name of medication: _____

Form of medication/treatment:

Tablet/Capsule Liquid Inhaler Injection Nebulizer Other _____

Instructions/time and dose to be given at school: _____

Start: date form received other date: _____

Stop: end of school year other date: _____

Other: for emergency as needed: _____

Restrictions and/or important side effects: none anticipated

yes, please describe: _____

Date: _____ Health Care Provider Signature: _____

Health Care Provider: _____ Phone: _____ Fax: _____

Address: _____

Nurse's signature: _____ Date received at school: _____

B. TO BE COMPLETED BY PARENT:

I give permission for (name of child) _____ to receive the above medication at school according to District medication policy. I understand that medication may be administered per health care provider's instructions by trained unlicensed staff. Information regarding my child's medication may be shared with appropriate school personnel.

Parent/Guardian Signature: _____ Date: _____