

ADMINISTRATION OF MEDICATION TO STUDENTS

The board acknowledges that in certain instances, it may be necessary for a student to have medication administered while in attendance at school. However, the Board discourages the administration of medication on school premises where other options exist. It is recommended that the first dose of a newly-prescribed medication be given at home.

Requests to Administer Medications Pursuant to Health Provider Order

The following procedure must be followed for any prescription or over-the counter medication to be administered to a student pursuant to a health care provider's order. Such an order must be obtained from a medical/health practitioner with a current Maine license with a scope that includes administering medication. This section does not apply to the administration of medical marijuana.

1. The parent/legal guardian shall obtain a copy of the RSU #56 Permission to Administer Medication in School form from the school office.
2. The parent/legal guardian shall complete and sign the Permission Form.
3. The parent/legal guardian shall return the Request/Permission Form to the school office along with the medication:
 - a. In the original container (and in the case of prescription medications, appropriately labeled by the health care provider or pharmacy);
 - b. Including no more than the amount of medication necessary to comply with the health provider's order.
4. The school nurse shall review the Permission form for completeness and clarity. If the nurse has any questions or concerns about the form, they will contact the parent/legal guardian and/or health care provider, as appropriate, for more information.
5. The school nurse shall obtain an order to administer medication from the health care provider for any prescription medication to be given for more than 15 consecutive days.
6. If there is a later change in the medical order (such as change in dose, frequency or type of medication), a new Permission form must be completed.
7. Medication orders must be renewed at least annually.
8. The school nurse, under the administrative supervision of the Superintendent, will provide direction and oversight of the administration of medication to students.
9. If the medication appears to be inappropriate for the school nurse to delegate on the basis of student safety as per DOE Decision Tree for Nurse Coordination and Oversight, the building administrator, parent(s), and/or other professionals will discuss alternative options for administration.
10. The Board disclaims any and all responsibility for the diagnosis, prescription of treatment, and administration of medication for any student.

Self Administration of Medications

Inhalers and Epi-Pens

Students shall be authorized to possess and self-administer prescribed emergency medication from an asthma inhaler or epinephrine pen (epi-pen) if the following requirements are met.

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 school unit's Section 504 Coordinator and/or IEP team, will collaborate with the student's parent and primary care provider to determine whether an individual student's participation is contraindicated due to the unstable/fragile nature of his/her health condition. 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.

Medication Administration On School Field Trips

RSU 56 schools will accommodate students requiring administration of medication during field trips or school-sponsored events.

1. There must be written permission to administer form completed by the parent and a written physician's order and/or an appropriately labeled original medication container.
2. Either a standardized preprinted medication label or preprinted envelope will be used for student attending a field trip. The medication envelope or label will contain the following information transferred by the school nurse.
 - Name of student
 - Name of medication
 - Dose to be given
 - Time to be given
 - Physician prescribing the medication

3. The medication will be transported, stored and administered by designated, trained staff members in compliance with any special direction for the medication and will be secured as safely as possible with the exception of Benadryl, inhaled asthma medication, epinephrine auto-injector, insulin and/or insulin pump and glucagon.
4. The administration of medication on a field trip will duplicate as much as possible, the guidelines found in the “Guidelines for Training of Non-Licensed Personnel in Medication Administration”. This will include consideration of student privacy and cleanliness of area where medications are administered.
5. Each school nurse will develop a method of documenting medications administered on the field trip, recording any unexpected occurrences, and a method of returning any medication not administered.

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.

1. 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.
2. 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. 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.
3. The student’s parent 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.
4. The school nurse shall evaluate the student’s technique to ensure proper and effective use of an epinephrine pen or asthma inhaler.
5. 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 school unit will not be responsible for any injury arising from the student’s self-medication.

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 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 pertaining to authorization 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.

Legal Reference: 20-A M.R.S.A. §§ 254; 4009(4); 4502(5)(N)
Ch.40; 125 § 10.01(c) (Me. Dept. of Ed. 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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