

ADMINISTRATION OF MEDICATION TO STUDENTS

Regional School Unit #50 acknowledges 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. Although the School Board discourages the administration of medication during the school day when other options exist, it will not deny educational opportunities to students requiring the administration of medication in order to remain in attendance and participate in the educational program.

School administrative personnel and school medical personnel will monitor compliance with this policy and administrative procedures. The School Board 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.

ADMINISTRATION OF MEDICATION BY SCHOOL PERSONNEL

*** (with the exception of Medical Marijuana)**

Parental Request and Health Care Provider's Order

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. Prescription medication that is to be administered for more than 15 consecutive days and over-the-counter medication that is not kept in stock in the school health office require a written order (e.g., the school's Medication Authorization Form–JLCD-E) 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. Over-the-counter medication ordered by the student's health care provider must be provided by the student's parent/guardian. In-stock prescription/over-the-counter medication will be administered according to the school physician's standing orders. These requests must include an acknowledgment and agreement that unlicensed personnel may administer the medication as per the health care provider's instructions. The health care provider's medication order will include:

- A. The full name of the student receiving the medication;
- B. The name and nature (e.g., tablets, liquid, drops) of the medication;
- C. The individual dosage;
- D. The time that the medication is to be administered;
- E. The length of time for which the medication is prescribed - no longer than for the current school year;
- F. Any possible side effects of the medication; 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. 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 will notify the parent, the student's health care provider and the appropriate school administrator.

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

Medication to be administered at school must be delivered to the school in its original container by the student's parent/guardian or adult designee. In the event that this is not practical, the parent/guardian will contact the school in order to make alternate arrangements.

Only a limited, necessary supply of medication will be kept at school. The parent is responsible for the replenishment of medication kept at school.

The parent/guardian 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. Medication no longer required at school (or remaining at the end of the school year) must be removed by the parent/guardian or other designee; if not, this medication will be disposed of by the school nurse.

Record keeping

Medication brought to the school nurse will be appropriately maintained and secured.

If the medication is a controlled substance, the number of capsules, pills, tablets, etc. will be recorded.

The school nurse administering the medication will document each instance the medication is administered, including the date, time and dosage given.

The school nurse will maintain a record including the parent/guardian request, health care provider's order, necessary details of the specific medication, dosage and timing of medication and documentation of each instance the medication is administered

The school nurse shall provide an annual report to the Maine Department of Education summarizing and analyzing incidents involving a severe allergic reaction or administration of an epinephrine auto-injector.

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.

Any unlicensed personnel (principals, teachers, educational technicians, coaches, etc.) who administer medication must receive training before being authorized to do so.

QD (once daily), B.I.D. (twice daily) and T.I.D. (three times daily) medication, and medication regulated by the Federal Narcotics Act, will not be administered during the school day, except in extreme cases as determined by the student's health care provider.

*** Administration of Medical Marijuana**

The Maine Medical Use of Marijuana Act governs administration of medical marijuana in schools in Maine. The Department of Administration and Financial Services ("DAFS") is the regulatory agency charged with implementing the Maine Medical Use of Marijuana Act. The Maine Medical Use of Marijuana Program, located within DAFS, is charged with the administrative duties associated with implementation, such as issuance of registration cards.

The following procedure must be followed for the administration of medical marijuana to students at school.

1. The student's designated primary caregiver (a parent, guardian or legal custodian) shall obtain a copy of the RSU #50 Request/Permission to Administer School Medication Authorization Form and Board Policy JLCD from the school. The administration reserves the authority to request documentation that the individual is the student's primary caregiver.
2. The primary caregiver and the student's authorized medical provider (physician or certified nurse practitioner) shall complete and sign the Request/Permission Form, and attach a copy of the current written certification for the use of medical marijuana. The original certification must be shown to the school employee processing the request. A copy will be retained by the school.
3. The parent/legal guardian/legal custodian must designate the caregiver who will administer medical marijuana to the student in school (including for students over the age of 18). The designated caregiver must be registered with the Maine Medical Use of Marijuana Act. The original registry identification card and caregiver designation form must be shown to the school employee processing the request. Copies will be retained by the school.
4. If the designated caregiver is not a parent/legal/guardian/legal custodian of the student, the designated caregiver must also submit verification that he/she is authorized by the State to administer marijuana to the student on school grounds.

5. Arrangements will be made between the school administration and the primary caregiver to schedule the administration of medical marijuana in a manner that will minimize disruption to school operations and the student's educational program. The designated caregiver must comply with all Board policies and school rules while on school premises to administer marijuana to a student.
6. Medical marijuana must be brought to school by the primary caregiver, and may not be held, possessed or administered by anyone other than the primary caregiver. The student may only possess the medical marijuana during the actual administration process. Medical marijuana administered in school must be in non-smokeable form (vaporizers are not permitted) and administered in the presence of a school unit employee.
7. The primary caregiver must check-in at the school office upon arrival for the administration of the medical marijuana. Medical marijuana may only be administered in a location determined by the school unit.
8. The primary caregiver must check-out at the school office following administration of the medical marijuana and transport any remaining medical marijuana with him/her off school premises.
9. During Field Trips, the designated caregiver must accompany the student to administer medical marijuana.

Administration of Medication During Field Trips

*** (with the exception of Medical Marijuana)**

The school will accommodate students requiring the administration of medication during field trips. 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.

Either a medication label containing medication administration information (along with the medication, itself) or medication in its original container will be used for student(s) requiring the administration of medication during field trips.

All provisions of this policy will apply to medications to be administered during field trips.

Student Self-Administration of Asthma Inhalers and Epinephrine Pens or Medication(s) for Diabetes Management

Students with allergies or asthma or prescribed medications or devices for the management of diabetes may be authorized by the student's health care provider, in consultation with the parent/guardian and school nurse, to possess and self-administer emergency medication from an epinephrine pen (e.g., EpiPen) or asthma inhaler or medication from a device related to the care of insulin dependent diabetes during the school day, during field trips or while on a school bus.

The student must have the prior written approval of his/her primary health care provider and the prior written approval of his/her parent/guardian.

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.

Authorization granted to a student to possess and self-administer medication from an epinephrine pen or asthma inhaler or prescribed medication or devices for the management diabetes will 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 or medication related to the care of their insulin dependent diabetes may be limited or revoked by the student's health care provider/school administrator after consultation with the school nurse and the student's parent/guardian if the student demonstrates inability to responsibly possess and self-administer such medication.

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.

Student possession and Self-Administration of Topical Sunscreen

Students may possess and self-administer topical sunscreen without a signed order from a health care provider, with written permission from the student's parent/guardian. The sunscreen is to be in its original, labeled container and may be inspected for safety and proper FDA labeling. There is no expectation that school staff will apply or the school will supply sunscreen to any and all students. A student who is unable to physically apply sunscreen may be assisted by school personnel with student and parent/guardian permission. It is recommended that aerosol spray sunscreen not be used in schools because it could adversely affect students with allergies and/or asthma.

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) 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. The trainer will document the training. 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.

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