

## Medication Administration Guidelines

**Medications are administered by nurses, principals, or person(s) designated, and are under the supervision and direction of a school nurse. A teacher or paraprofessional can be trained to administer medications under extenuating circumstances such as field trips, ect., or designated by parents/guardians**

The following requirements are to be met **BEFORE** medication is administered.

1. All medications must be brought to school in the **ORIGINAL** containers in which they were purchased. **No baggies of medications will be accepted.**
2. Parents/guardians shall be **responsible for transporting medication to and from school for students** in grades PK-12 unless other arrangements are made with the school nurse. It is recommended that parents/guardians bring a **month's supply** to school and note when more medicine is needed to prevent missed doses due to depleted supply. The quantity of medication will be counted and recorded when medication is brought to the school.
3. The nurse, who receives the medication, **MUST** count the number of tablets in the bottle and record the number on the Medication Administration Record.
4. All medication must be administered from the original containers and must have current labels. **The medication label is not to be changed in any way (name of child, dosage or time given).**
5. The medication label must contain the following items:
  - a. Child's name
  - b. Name of medication
  - c. Dosage to be administered
  - d. Route to give medication
  - e. Times to give medication
  - f. Physician Name
6. All parents/guardians must sign medication consent forms for prescribed or non-prescribed medications, giving school personnel permission to administer medications to their child. The dosage on the medication container and the dosage on the medication consent form **MUST** be identical for prescribed medication.
7. **Any change in medication dosages or administration schedules will require new written physician and parent requests or newly labeled medication containers.**
8. The initial dose of a new medication must be given by the parent/guardian outside of the school setting.

9. In order to ensure medication efficacy and student safety, **no scheduled medication will be administered at school within 1 hour of the arrival bell or within 1 hour of the dismissal bell.**
10. Unnecessary medication at school is strongly discouraged. The dosage interval of many medications can be adjusted so the times for taking the medication will fall outside of school hours. When possible, the time interval adjustment should be considered before administering the medication at school.
11. No medication that is to be given three (3) times a day or less will be administered at school unless a physician's statement specifically directs the medication to be given at a certain time.
12. All medications must be kept in double locked storage in the health room.
13. All medications must be administered in the health room. The student must swallow the medication in the presence of the adult administering the medication.
14. Medication is not to be carried on a student with the exception of emergency medications such as rescue inhalers, epinephrine, or glucagon. A consent to self carry form must be signed by a parent/guardian and kept on file in the health room.
15. All pills should be given with water. If a student needs to take medications with anything other than water, such as applesauce, pudding, yogurt, ect...it must be provided by the parent/guardian.
16. The person administering the medication must sign the medication form and initial at the time the medication is given.
17. If the student forgets his/her a.m. medication, it will not be given at school. Medications can only be given as prescribed.
18. No sharing of any medication is permitted.
19. The school is not responsible for reactions caused by medications which are properly administered.
20. Narcotic pain medication will not be administered in the school setting. Students requiring this type of medication should stay home.
21. Any substance that does not have approval by the Food & Drug Administration will not be administered at school.

If questions concerning a medication arise, school personnel have the right to call the doctor/pharmacist regarding medications.

### **STUDENT MEDICATIONS (BOARD POLICY- 4.35)**

Prior to the administration of any medication, including any dietary supplement or other perceived health remedy not regulated by the US Food and Drug Administration, to any student under the age of eighteen (18), written parental consent is required. The consent form shall include authorization to administer the medication and relieve the Board and its employees of civil liability for damages or injuries resulting from the administration of medication to students in accordance with this policy. All signed medication consent forms are to be maintained by the school nurse.

Unless authorized to self-administer or otherwise authorized by this policy, students are not allowed to carry any medications, including over-the-counter (OTC) medications or any dietary supplement or other perceived health remedy not regulated by the US Food and Drug Administration while at school. The parent or legal guardian shall bring the student's medication to the school nurse. When medications are brought to the school nurse, the nurse shall document, in the presence of the parent, the quantity of the medication(s). If the medications are brought by a student, the school nurse shall ask another school employee to verify, in the presence of the student, the quantity of the medication(s). Each person present shall sign a form verifying the quantity of the medication(s).

Medications, including those for self-administration, must be in the **original container** and be properly labeled with the student's name, the ordering provider's name, the name of the medication, the dosage, frequency, and instructions for the administration of the medication (including times). Additional information accompanying the medication shall state the purpose for the medication, its possible side effects, and any other pertinent instructions (such as special storage requirements) or warnings. Schedule II medications that are permitted by this policy to be brought to school shall be stored in a double locked cabinet.

**The district's supervising registered nurse is responsible for creating procedures for the administration of medications on and off campus.**

The school shall not keep outdated medications or any medications past the end of the school year. Parents shall be notified ten (10) days in advance of the school's intention to dispose of any medication. Medications not picked up by the parents or legal guardians within the ten (10) day period shall be disposed of by the school nurse in accordance with current law and rules.

### **Schedule II Medications**

The only Schedule II medications that shall be allowed to be brought to the school are Methylphenidate (e.g. Ritalin or closely related medications as determined by the school nurse), dextroamphetamine (Dexedrine), and amphetamine sulfate (e.g. Adderall or closely related

medications as determined by the school nurse).<sup>1</sup> For the student's safety, no student will be allowed to attend school if the student is currently taking any other Schedule II medication than permitted by this policy.<sup>3</sup> Students who are taking Schedule II medications which are not allowed to be brought to school shall be eligible for homebound instruction if provided for in their IEP or 504 plans.

### **Self-Administration of Medication**

Students who have written permission from their parent or guardian and a licensed health care practitioner on file with the District may:

- 1) Self-administer either a rescue inhaler or auto-injectable epinephrine;
- 2) Perform his/her own blood glucose checks;
- 3) Administer insulin through the insulin delivery system the student uses;
- 4) Treat the student's own hypoglycemia and hyperglycemia; or
- 5) Possess on his or her person:
  - a) A rescue inhaler or auto-injectable epinephrine; or
  - b) The necessary supplies and equipment to perform his/her own diabetes monitoring and treatment functions.

A student may be authorized to self-administer a stress dose medication to treat the student's adrenal insufficiency with:

1. The written authorization of the student's parent, legal guardian, or person standing in loco parentis; and
2. A written order from the student's treating physician stating that the student:
  - a. Is capable of completing the proper method of self-administration of the stress dose medication, and
  - b. Has been instructed on the details of the student's medical condition and the events that may lead to an adrenal crisis.

The parent, legal guardian, or person standing in loco parentis of a student who is authorized to self-administer a stress dose medication shall sign an IHP developed by the school nurse for the school where the student is enrolled. The IHP shall include a requirement for the notification of appropriate staff following the self-administration of a stress dose medication, which shall include the school nurse, teacher of the classroom where the stress dose medication was administered, and a school administrator.

Students who have a current consent form on file shall be allowed to carry and self-administer such medication while:

- In school;
- At an on-site school sponsored activity;
- While traveling to or from school; or
- At an off-site school sponsored activity.

A student is prohibited from sharing, transferring, or in any way diverting his/her medications to any other person. The fact that a student with a completed consent form on file is allowed to carry a rescue inhaler, auto-injectable epinephrine, diabetes medication, stress dose medication, or combination does not require the student to have such on the student's person. The parent or guardian of a student who qualifies under this policy to self-carry a rescue inhaler, auto injectable epinephrine, diabetes medication, stress dose medication, or any combination on the student's person shall provide the school with the appropriate medication, which shall be immediately available to the student in an emergency.

### **Emergency Administration of Glucagon and Insulin**

Students may be administered Glucagon, insulin, or both in emergency situations by the school nurse or, in the absence of the school nurse, a trained volunteer school employee designated as a care provider, provided the student has:

1. An IHP that provides for the administration of Glucagon, insulin, or both in emergency situations; and
2. A current, valid consent form on file from their parent or guardian.

When the nurse is unavailable, the trained volunteer school employee who is responsible for a student with diabetes shall be released from other duties during:

- A. The time scheduled for a dose of insulin in the student's IHP; and
- B. During emergency situations, Glucagon or non-scheduled insulin administration shall be given once other staff have relieved him/her from other duties until a parent, guardian, other responsible adult or medical personnel has arrived.
- C. a. Adrenal insufficiency Student Medication Allows for school nurses and appropriately trained staff volunteers who are authorized by students parents to administer medication to a student diagnosed with Adrenal insufficiency.

A student shall have access to a private area to perform diabetes monitoring and treatment functions as outlined in the student's IHP.

### **Emergency Administration of Epinephrine**

The school nurse or other school employees designated by the school nurse as a care provider who have been trained and certified by a licensed physician may administer an epinephrine autoinjector in emergency situations to students who have an IHP that provides for the administration of an epinephrine auto-injector in emergency situations.

The parent of a student who has an authorizing IHP, or the student if over the age of eighteen (18), shall annually complete and sign a written consent form provided by the student's school nurse authorizing the nurse or other school employee(s) certified to administer auto-injector epinephrine to administer auto-injector epinephrine to the student when the employee believes the student is having a life-threatening anaphylactic students with an order from a licensed health care provider to self-administer auto-injectable epinephrine and who have written

permission from their parent or guardian shall provide the school nurse an epinephrine auto-injector. This epinephrine will be used in the event the school nurse, or other school employee certified to administer auto-injector epinephrine, in good faith professionally believes the student is having a life-threatening anaphylactic reaction and the student is either not self-carrying his/her /epinephrine auto-injector or the nurse is unable to locate it.

The school nurse for each District school shall keep epinephrine auto-injectors on hand that are suitable for the students the school serves. The school nurse or other school employee designated by the school nurse as a care provider who has been trained and certified by a licensed physician may administer auto-injector epinephrine to those students who the school nurse, or other school employee certified to administer auto-injector epinephrine, in good faith professionally believes is having a life-threatening anaphylactic reaction.

### **Emergency Administration of Albuterol**

The school nurse or other school employees designated by the school nurse as a care provider who have been trained and certified by a licensed physician, advanced practice registered nurse, or physician assistant may administer albuterol in emergency situations to students who have an IHP that provides for the administration of albuterol in emergency situations.

The parent of a student who has an authorizing IHP, or the student if over the age of eighteen (18), shall annually complete and sign a written consent form provided by the student's school nurse authorizing the nurse or other school employee(s) certified to administer albuterol to administer albuterol to the student when the employee believes the student is in perceived respiratory distress.

The school nurse for each District school shall keep albuterol on hand. The school nurse or other school employee designated by the school nurse as a care provider who has been trained and certified by a licensed physician, advanced practice registered nurse, or physician assistant may administer albuterol to those students who the school nurse, or other school employee certified to administer albuterol, in good faith professionally believes is in perceived respiratory distress.

### **Emergency Administration of Anti-opioid**

The school nurse for each District school shall keep anti-opioid injectors on hand. The school nurse, other school employee, volunteer, or student may administer anti-opioid in accordance with the District's procedures to a student who the school nurse, or other observer, in good faith believes is having an opioid overdose.