

## ADMINISTRATION OF MEDICATION TO STUDENTS

### A. Introduction

It is the responsibility of the school district, through its school nursing personnel, to establish a secure, easy to understand and safe medication delivery system. Only those medications which are necessary to maintain an optimal state of health, maintain the student in school, and enable the student to participate more fully in the educational program may be administered. This policy shall be communicated to staff, parents/guardians and students through the student handbook, special mailings and any other reasonable means.

### B. Physician Orders

1. Before medication can be administered, a written order from a duly licensed prescriber and a written statement from the parent/guardian requesting administration of the medication in school are required.
2. Written orders for prescription and nonprescription medications must minimally include:
  - Student's name and date of birth.
  - Name of medication.
  - Dosage and route of administration.
  - Frequency and time of administration.
  - Date written.
  - Prescriber's name, title, signature and phone number.
3. The school nurse may request additional information, such as self-administration orders, diagnosis and/or potential adverse reactions. However, medication delivery will not be delayed pending additional information, unless in the opinion of the school physician [or school nurse] such information is essential to the safe administration of medication.

### C. Parental Responsibilities

1. The parent/guardian is responsible for delivering the medication directly to the school nurse in a properly labeled original container. The medication shall contain a physician's order in accordance with the provision of this Policy.
2. OTC medications must be in the original manufacturer's container/package with the student's name affixed to the container. The same applies to drug samples.

3. If a student fails to come to the health office for his or her medication, building administration shall assist health office personnel in locating the student. If the medication has not been given for any reason within the prescribed time frame, the school will make all reasonable efforts to notify the student's family that day.
4. If a student repeatedly fails to come for medications, the school nurse will contact the parent/guardian to address the problem.

D. Responsibility of School Nursing Personnel

1. The school nurse shall develop procedures for the administration of medication, which require that:

- All medications will be administered by the school nurse, in accordance with this Policy;
- Medications shall be securely stored in the health office and kept in their original labeled container, which specifies the type of medication, the amount to be given and the times of administration;
- The school nurse shall maintain a record of the name of the student to whom medication may be administered, the prescribing physician, the dosage and timing of medication, and a notation of each instance of administration; and
- All medications shall be brought to school by the parent/guardian and shall be picked up by the parent/guardian at the end of the school year or the end of the period of medication, whichever is earlier. If not picked up within five days after the period of medication expires, the medication shall be discarded.

2. School nursing personnel shall be required to:

Observe and evaluate the student's health status and response to medication, informing parent/guardian, or prescriber as deemed necessary.

Educate the student regarding the importance of medication and encourage the student's self-directed involvement in the process, including coming to the health office on time and receiving or taking medications.

Involve school staff only as needed to ensure student safety and only where disclosure of health information is permitted by law.

E. Administering Medication (Oral, Topical, Injectable or Inhalant) on Field Trips and at After-School Activities

1. The school nurse shall be responsible for preparing medication for out-of-school trips.
2. A self-directed student (i.e., capable and competent of understanding the need for the medication and able to correctly administer the medication) may take medication on field trips and at after-school activities. However, teachers or other school staff should carry the medication so that the self-directed student can take it at the proper time. The school nurse shall be responsible for oversight.
3. If a student is attending a field trip, but is not self-directed, the school district may:
  - Permit the parent/guardian to attend the activity and administer the medication.
  - Permit the parent/guardian to personally request another adult who is not employed by the school to voluntarily administer the medication on the field trip or activity and inform the school district in writing of such request with oversight by the school nurse.
  - Allow the student's health care provider to be consulted and, if he/she permits, order the medication time to be adjusted or the dose eliminated.

If no other alternative can be found, a school nurse or licensed practical nurse under the direction of the school nurse must administer the medication.

F. Storage of Medications

1. No medication may be brought to school without knowledge of the nurse.
2. All medications, except as otherwise arranged, must be properly stored and secured within a health office cabinet, drawer or refrigerator designated for medications only. The site must include a lock for the cabinet, drawer, and refrigerator, as well as a lock to the outside health office door.
3. Controlled substances must always be secured and must never be left open or accessible to the public at any time. Even self-directed students will not be given unsupervised access to controlled substances under the care of the school.

## G. Administering Medication in Emergency Situations

1. The use of epi-pens in schools has become a common method of protecting children against severe reactions they may encounter during school hours. Pursuant to Commissioner's Regulations, 8 N.Y.C.R.R. §64.7(b), school nurses may carry and administer anaphylaxis treatment agents, including but not limited to epinephrine for the emergency treatment of anaphylaxis, pursuant to a non-patient specific order and protocol prescribed and ordered by a licensed physician or a certified nurse practitioner. For example, this allows a school nurse or a licensed practical nurse under the direction of a school nurse responding to an emergency in which an individual has an anaphylactic reaction to a wasp sting or the ingestion of peanut butter to administer treatment such as an epi-pen.
2. Moreover, the administration of epinephrine by epi-pen prescribed by a licensed prescriber to a student with a known severe allergy may be performed by a staff member in an emergency situation pursuant to the Education Law and the Good Samaritan Law. The District may provide training through the school nurse or physician to staff on the use of an epi-pen in an emergency situation when a nurse or other licensed health care provider is unavailable.

## H. Specialized Medication

1. Any prescribed medication which requires administration through a subcutaneous, intramuscular, intravenous or rectal route; or prescribed medications being administered through pumps, tubes or nebulizers; or oral, topical or inhalant medication needed by non-self-directed students must be given by school nursing personnel or licensed practical nurses under the direction of school nursing personnel. Administration of such prescribed medications may not be performed by school staff.
2. Designated staff in the school setting, following assignment and in conjunction with approval by school nursing personnel, may assist self-directed students with the taking of their own oral, topical and inhalant medication, provided that such staff member has received the training and supervision needed to perform these tasks in a safe and effective manner, and voluntarily opts to do so.

## I. Self-Administered Medication

1. If school nursing personnel receive a request from a parent/guardian and licensed prescriber to permit a student to carry and self-administer his/her own prescribed medication, such decisions will be made on an individual basis and in accordance with the following criteria:

- Severity of health care problems, particularly asthmatic or allergic conditions;
  - Licensed prescriber's order directing that the student be allowed to carry her/his medication and self-administer;
  - Parent/guardian written statement requesting compliance with licensed prescriber's order;
  - Whether the student has been instructed in the procedure of self-administration and can assume responsibility for carrying properly labeled medication in original container on her or his person or keeping in school or physical education locker;
  - School nursing assessment that student is self-directed to carry and self-administer her/his medication properly;
  - Parent/guardian contact made to clarify responsibility to monitor the student on an ongoing/daily basis to insure that the student is carrying and taking medication as ordered. This contact must be documented.
2. Any student self-administering medication without proper authorization will be counseled by the school nursing personnel. In addition, the parent/guardian and building principal will be notified. In some instances, school administration may be informed. The building principal is responsible to notify the Superintendent of Schools of all such situations.

#### J. Record Keeping

1. School nursing personnel shall maintain accurate records of the medication administered, any special circumstances related to the procedure, and student's reactions/responses.
2. The following procedure for record keeping shall be followed:
  - Retain the written order from the prescriber;
  - Retain the parent request letter;
  - Retain pertinent information about medication on cumulative health record in the student management system.
  - Maintain an individual daily medication record for each student taking medication during time frame medication is being given;
  - Periodically summarize daily medication record on cumulative health record in the student management system

1<sup>st</sup> Reading October 22, 2002

2<sup>nd</sup> Reading & Adoption November 26, 2002

1<sup>st</sup> Reading: January 25, 2011

2<sup>nd</sup> Reading & Adoption February 15, 2011

**SAMPLE AUTHORIZATION FORM**  
*PARENT AND PRESCRIBER'S AUTHORIZATION FOR  
 ADMINISTRATION OF MEDICATION IN SCHOOL*

Authorization for Administration of Medication

1. To be completed by the parent or guardian:

I request that my child \_\_\_\_\_ grade \_\_\_\_ receive the medication as prescribed below by our licensed health care prescriber. The medication is to be furnished by me in the properly labeled original container from the pharmacy. I understand that the school nurse will administer the medication or an adult will supervise my child taking his/her own medication.

Signature (Parent or Guardian): \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: Home \_\_\_\_\_ Work \_\_\_\_\_ Date: \_\_\_\_\_

B. To be completed by the licensed health care prescriber:

I request that my patient, as listed below, receive the following medication:

Name of student: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Diagnosis: \_\_\_\_\_

Name of Medication: \_\_\_\_\_

Prescribed Dosage, Frequency and Route of Administration: \_\_\_\_\_

\_\_\_\_\_

Time to be Taken During School Hours: \_\_\_\_\_

Duration of Treatment: \_\_\_\_\_

Possible Side Effects and Adverse Reactions (if any): \_\_\_\_\_

\_\_\_\_\_

Other Recommendation: \_\_\_\_\_

\_\_\_\_\_

Name of Licensed Prescriber and Title (please print): \_\_\_\_\_

Prescriber's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_



**SELF-MEDICATION RELEASE FORM**

Date: \_\_\_\_\_

Child's Name: \_\_\_\_\_

has been instructed in the proper use of the following medication procedures: \_\_\_\_

\_\_\_\_\_

We, (Physician's signature) \_\_\_\_\_

and (Parent or Guardian's signature) \_\_\_\_\_,

request that (Child's name) \_\_\_\_\_ be permitted to carry the medication on his/her person to keep same in his/her desk, as we consider him/her responsible. He/she has been instructed in and understands the purpose and appropriate method and frequency of use. We also release the school district from any liability which may arise in connection with this request and/or the child's administration of medication during the school day and/or at school functions and/or during after school activities.

effective November 26, 2002

**PROTOCOL REGARDING THE OFFICE OF THE SCHOOL NURSE**

1. The hiring process for substitute nurses will include an interview with an administrator and nurse as well as participation by the substitute in a required two day paid orientation program.
2. The nurse shall not allow another employee or substitute to enter information into the NexGen Student Information System under the nurse's identification and password.
3. Aides and/or substitutes will be issued their own identification status for the use of NexGen and must log in all student information under their own identification.
4. At the start of the school year the building principal will assign an aide to work in the nurse's office for a designated time period each day. The aide must complete training with the nurse, NexGen representative and Technology Coordinator. No other staff members are permitted to work in the nurse's office other than the designated and trained aide.
5. The nurse's office door is to be locked at all times when she and the aide are not present.
6. The keys to the nurse's office are not to be left in the mailboxes in the main office. After-school clubs, activities, and childcare programs may not have access to nurse's office.
7. Medication cabinet keys are to be on the nurse's body (wrist, neck, pocket) at all times. They are not to be left on the desk or in drawers. The aide is not permitted access to the medication cabinet keys. At the end of the workday, the door key, refrigerator key, and medication cabinet key are to be left in the safe and/or with the principal.
8. The bathroom in the nurse's office is reserved for use by persons designated to be in the nurse's office. This is not a staff bathroom.
9. Parents may **not** leave medication with anyone other than the school nurse. Proper protocol must be followed when medication is received (form and NexGen documentation).
10. The inventory of medications will include:
  - a. Written documentation in NexGen – date of receipt, total number of pills received, name of person who delivered the medication and name of person who accepted the medication.
  - b. A running count of pills is to be entered on the NexGen medication log. Once per week, the nurse counts the remaining pills and records the amount in NexGen. This number should correlate with the running log.
11. The nurse assigned to the summer program will receive a list of student participants. The nurse will be given NexGen access for those students only.

1<sup>st</sup> Reading: January 25, 2011

2<sup>nd</sup> Reading & Adoption: February 15, 2011