



POLICY

210 for First Read Use of Medications

POLICY NUMBER	ADOPTED	REVISED	VERSION
210 for First Read	11/22/2005	4/24/2018	v1.8
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Purpose

The district shall not be responsible for diagnosis of student illness. The administration of prescribed medication in accordance with the direction of a parent/guardian and licensed prescriber to a student during school hours will be permitted only when failure to take such medicine would jeopardize the health of the student or the student would not be able to attend school if the medicine were not made available during school hours.

Medication will be administered accordance with the guidelines promulgated by the Pennsylvania Department of Health regarding the administration of medication in schools.

Definitions

For purposes of this policy, **medication** shall include all medicines prescribed by a licensed healthcare provider, any over-the-counter medication including minerals, supplements, and herbal medications.

Licensed healthcare provider means any person licensed to administer medication, and includes licensed physicians (MD and DO), podiatrists, optometrists, certified registered nurse practitioners, and physicians' assistants.

Licensed nurse shall be defined as any person licensed to administer medication such as a registered or licensed practical nurse.

Certified personnel shall be defined as any school staff who is trained and certified to administer emergency medications upon completion of Pennsylvania State approved training programs.

Possession shall include carrying, storing, or controlling medication or equipment necessary for administration of medication.

Self-administration shall mean a student's pre-approved (by the District) administration of medication in accordance with a prescription or written instructions from licensed healthcare provider, parent/guardian approval, and successful completion of a self-carry competency with the school's licensed nurse.

Authority

The Pennsylvania Department of Health has developed certain guidelines for the administration of medicine in schools. Those guidelines, as may be amended from time to time, are incorporated in the accompanying Administrative Regulations.

Before any medication may be administered to or by any student during school hours, the Board shall require the proper completion of the Medication Dispensing Form. Failure of a parent/guardian to provide the documentation will require the parent/guardian to make himself/herself available in the schools to personally dispense the medication.[1][2][3]

Delegation of Responsibility

The Superintendent or designee, in consultation with school nurse staff, shall develop Administrative Regulations implementing this Policy consistent with the guidelines outlined below, which shall address the following topics:

1. Procedures that District staff and a parent/guardian must follow before any medication will be administered to a student in accordance with this Policy;
2. Guidelines regarding the storage and maintenance of medications stored on District property, and;
3. Record-keeping for medications dispensed by licensed nurses and certified personnel.

All medications shall be administered by a licensed nurse, certified personnel, or shall be self-administered as set forth in this policy.

The administration of non-emergency medication to a student may not be delegated to other school personnel such as a teacher, principal, or other administrator.

Any district employee involved in administering or supervising of the self-administration of emergency medication (i.e. an EpiPen) shall receive appropriate training from the licensed school nurse before engaging in this activity.

Guidelines

The district shall inform all parents/guardians, students and staff about this policy and procedures governing the administration of medications.

Any student-specific medication to be administered by licensed nursing staff, including both prescription and over-the-counter medications, must be delivered directly to the school health office by an adult.

Medications to be administered must be accompanied by a completed Medication Dispensing Form signed by both the parent/guardian and the healthcare provider.

Medications (or supplements) in plastic bags, unlabeled containers, bottles, or syringes, aluminum foil, envelopes, old pill bottles, or bottles labeled for another family member will not be accepted nor administered. Only a 30-day supply of medication will be accepted at a time. Medications that are more than one (1) year old or that contain an expiration date which has passed will not be accepted nor administered.

With parent/guardian written consent, and under the direction of the District's Medical Director, a licensed nurse is permitted to administer over-the-counter medication including Acetaminophen, Ibuprofen, Calcium Carbonate, and Diphenhydramine.

Students shall not carry or otherwise possess prescription or nonprescription medication on school property, at any school-sponsored activity, or on a conveyance providing transportation to or from a school or school-sponsored activity at any other time, unless expressly permitted by this Board Policy.

Any medication given during school hours must be documented on an individual student medication record, which becomes part of the student's School Health Record. The information to be included on each student encounter for medication administration is incorporated in the accompanying Administrative Regulations.

All controlled medications must be counted between nursing staff and the parent/guardian and recorded on the student's medication log.

All medication is to be stored in a locked cabinet and accessible to only licensed nurses and certified personnel. Emergency medication for anaphylaxis, asthma, as well as emergency medication to be administered to an individual believed or suspected to be experiencing an opioid overdose may be stored in an unlocked, but secure, location.

In cases where the Medication Dispensing Form is not available and administration of the medication is necessary, licensed nurses may obtain verbal orders from the attending physician by phone. Such verbal orders must be documented by the licensed nurse on a verbal order form and uploaded to the student's health record. In order for the medication to be administered the following day, a completed Medication Dispensing Form must be made available by the parent/guardian.

Student Self-Administration

In accordance with Act 187 of the School Code and CBSD procedures, students requiring rescue inhalers and Epi-Pens may be permitted to carry and self-administer medications with a signed physician's order, parental permission and adherence to this district medication policy and according to the accompanying Administrative Regulations.

If the licensed nurse, in their professional judgment and assessment, believes that the student is not capable of safely carrying and/or administering the emergency medication, they will contact the parent/guardian, licensed prescriber, and the District Medical Director, if needed. In these situations, the decision of the District Medical Director shall be final.

To self-administer medication, the student must meet the following criteria:

1. Respond to and visually recognize his/her name.
2. Identify his/her medication.

3. Recognize and verbalize the signs & symptoms of an emergent episode.
4. Demonstrate the proper technique for self-administration of the emergency medications.
5. Demonstrate a responsible and cooperative attitude in all aspects of medication self-administration.

The student shall be made aware that the asthma inhaler or epinephrine auto-injector is intended for their use only and may not be shared with other students. Students are prohibited from sharing, giving, selling, or using an asthma inhaler or epinephrine auto-injector in any manner other than for which it is prescribed during school hours, at any time while on school property, at any school-sponsored activity, and during the time spent traveling to and from school or school-sponsored activities. Violations may result in loss of privileges to self-carry the asthma inhaler or epinephrine auto-injector and disciplinary action in accordance with board Policy and any applicable student handbook or Code of Conduct.

Students cannot be denied access to school-sponsored activities due to the need for the administration of medication.

In the case of a school trip, the District may ask a parent/guardian to accompany their child but cannot require the parent/guardian to do so. Considerations when planning for medication administration during school-sponsored programs and activities include but are not limited to:

1. Assigning licensed nurses or certificated personnel to be available;
2. Addressing with parents/guardians the possibility of obtaining from the licensed prescriber a temporary order to change the time of dose;
3. Asking the parent/guardian to designate an adult (non-employee) to accompany the child on the field trip to administer the medication (i.e. family member, family friend, neighbor, etc.)

Any parent/guardian or parent/guardian-designated person who will attend a school-sponsored activity or field trip for the purposes of student administration medication must have the proper clearances on file with the District.

The nurse will evaluate each request for medication administration based upon medical need, receipt of written orders and documentation of student's correct procedure/technique by the student's licensed prescriber and receipt of parent request. Specific plans may be developed considering individual student health care needs and school implementation.

Legal Footnotes

[1] 1949 Act 14
LEGAL REFERENCE

[2] 1949 Act 14
LEGAL REFERENCE