



Administration of Medication Administrative Procedures

These procedures are established in accordance with the Administration of Medication Policy adopted by the School's Board of Directors. In order to ensure safe administration of medication to students, the guidelines and procedures outlined here must be followed.

1. GENERAL GUIDELINES

- a. All arrangements for School personnel to administer medication at school are to be made only with designated personnel.
- b. School personnel may only administer prescription or non-prescription (over-the-counter, including herbal or homeopathic remedies) medication to a student when the medication has been prescribed by the student's licensed healthcare provider.
- c. The School must receive the required form(s), completed and signed by the parent or guardian and the student's licensed healthcare provider, prior to administering medications.
- d. The required form(s) must be resubmitted each new school year and whenever a change is made to any aspect in the administration of a student's medications. (for example, a dose or frequency in administration change)
- e. It is the responsibility of the parent or guardian to ensure that the required form(s) are completed and updated, as necessary.
- f. The School will not administer medication to any student if the authorization form, container, and the healthcare provider's instructions do not match.
- g. Forms or documents specific to other schools or school districts will not be accepted.
- h. Expired medications will not be accepted or administered by School personnel.
- i. School personnel will not administer narcotics for any reason.
- j. Medication administration requests will be assessed on an individual basis. The School has the right to refuse a request for medication administration.
- k. Authorization for administration of medication by School personnel may be withdrawn by the School in cases of noncompliance or lack of cooperation by parents or students at any time following written or verbal notice to the student's parent or guardian. If a student has a 504 or an IEP, the school's determination to discontinue administration of medication may only occur after a meeting with the student's parent or guardian.
- l. Sunscreen and lip balm are not considered medication. If a student is unable to self-apply sunscreen, a school employee may apply the sunscreen on the student if the student's parent or legal guardian has provided written consent.

- m. Misuse or distribution of any medication may be subject to discipline according to the provisions of the Student Conduct & Discipline Policy & Administrative Procedures.
- n. The school nurse will be notified of all medication requests that require administration during school hours.
- o. Teachers of the student receiving medication during school hours will be notified.
- p. The School does not administer off-label or research medications or medications from other countries.
- q. For any situations that require school nurse consultation, school personnel will attempt to reach the nurse by email or phone. If unavailable, EMS may be called for emergent situations.
- r. It is the parent or guardian's responsibility to inform the school nurse of any changes in the student's health status.
- s. Student health forms and medication administration forms will be maintained by the designated amount of time as designated by state law.

2. RECEIVING MEDICATIONS

- a. The student's parent or guardian must complete the parent/guardian sections of the appropriate school authorized form(s) requesting that medication be administered to the student during regular school hours. Parents are responsible for updating the form(s) as necessary.
- b. The student's licensed health care provider must complete the entirety of the Health Care Provider sections of the appropriate form(s). The practitioner must affirm that giving the medication during school hours is medically necessary.
- c. Medication (other than those approved for the Student to self-carry) must be delivered to and retrieved from the School by the student's parent or guardian or a designated adult.
- d. All prescription medication must be delivered in the original container properly labeled by a pharmacy with the complete pharmacy label still attached.
- e. All non-prescription medication must be delivered to the School in the original manufacturer's container and have legible administration and dosage instructions and expiration date.
- f. Medication administered by syringe may only be pre-filled by the drug manufacturer or by a licensed pharmacy; other pre-filled syringes will not be accepted.
- g. Medication must only be delivered to designated School personnel.
- h. Upon delivery of medication to the School, the medication will be counted by School personnel and the adult delivering the medication and the amount will be recorded.

3. MEDICATION ADMINISTRATION BY SCHOOL PERSONNEL

- a. The administration of medication by School personnel requires a Medication Authorization form that is signed by a licensed healthcare provider and parent. Additional forms may also be required. The requirements and procedures for administering prescription and non-prescription medications are the same.

- b. Medication cannot be administered by School personnel until they have received the required training.
 - c. School personnel cannot administer the first dose of any medication, including the first dose after a dosage change.
 - d. Any change in medication administration orders (i.e. dosage or frequency) requires a new medication form to be completed and provided to the School prior to the changes being implemented.
 - e. Any adverse reactions will be reported promptly to the parent or guardian. If the parent is unavailable, the student's healthcare provider will be called for further direction. EMS will be called for any life-threatening adverse reactions. All adverse reactions to medications administered by the School will be documented as an incident.
 - f. All medication errors will be documented on a Medication Error Report Form and reported promptly to the parent or guardian.
 - g. A Student Medication Log must be maintained for any student who has medication administered at school, and all employees authorized to administer medication will be notified regarding each student to whom they are authorized to administer medication.
 - h. Each time medication is administered, the administering individual must document the administration electronically or in ink on the Student Medication Log. If the medication is not administered as scheduled for a reason other than a student's absence, a notation must be made on the Student Medication Log as to why the medication was not given and the student's parent or guardian must be notified.
 - i. Scheduled medications administered by school staff may be administered up to one hour before or one hour after the prescribed dose time.
 - j. If the student refuses his/her medication, the parent or guardian will be notified.
4. STUDENT CARRY AND SELF-ADMINISTRATION OF MEDICATIONS
- a. Students may carry and self-administer asthma inhalers, diabetic medications, and epinephrine auto-injectors if the following criteria are met:
 - i. The Medication Administration form is completed and signed by the healthcare provider and the parent or guardian with the form indicating that it is medically appropriate for the student to carry and self-administer the medication.
 - ii. All additional required forms are completed
 - iii. There are no concerns from the School Nurse and/or School staff regarding the student carrying and self-administering the medication.
 - b. Students that demonstrate the maturity level and competence to properly carry and self-administer medication are allowed to carry a one-day dose of medication with the exception of controlled substances. The medication must have a reasonable need to be taken during school hours and the medication should be in a labeled container. The parent or guardian should call the School's front office to alert them the student is carrying the medication.
 - c. Medications that are self-administered by students must only be taken as directed.

- d. Authorization for the student to carry and/or self-administer medication may be denied or withdrawn by the School Executive Director after consultation with the School nurse at any time following notice to the student's parent or guardian.

5. STORAGE OF MEDICATION

- a. Medication must be stored in a secure refrigerator, drawer, or locked cabinet accessible only to those authorized to administer the medication except:
 - i. Epinephrine auto-injectors, asthma inhalers, and glucagon must not be stored in a locked area so they are readily accessible to those authorized to administer the medications when needed.
- b. Medication will be stored in the School Health Office, located within the front office of the School, unless otherwise approved by the Executive Director, School Nurse, and other applicable School staff.

6. RETRIEVAL AND DISPOSAL OF MEDICATION

- a. All unused, discontinued, or expired medication(s) must be retrieved by the parent, guardian, or a designated adult within two weeks following notification to parents or guardians or following the Student's withdrawal from the School. Student medications must be retrieved by the end of the school year.
- b. Medication must be retrieved by the parent or guardian or designated adult. Medication will not be sent home with a student.
- c. Medications remaining at the end of the school year or after the directed time period will be referred to the School Nurse for appropriate disposal.
- d. When medications are retrieved or disposed of, this will be documented on the student medication log.

7. DESIGNATION AND TRAINING OF VOLUNTEER SCHOOL PERSONNEL

- a. The Executive Director will designate a reasonable number of volunteer School employees who will be responsible for administering medication to students in the School.
- b. The Executive Director will arrange for all designated volunteer School employees to receive adequate training from a licensed healthcare professional prior to administering any medication. Training should include:
 - i. Procedures and protocols to properly administer medication(s)
 - ii. Indications for the medication(s)
 - iii. Dosage and time of medication(s)
 - iv. Adverse reactions and side effects of medication(s)
 - v. Proper storage of medications
 - vi. Proper maintenance of records
- c. If no volunteer School employees can be identified, medications cannot be given except by parent or guardian, registered nurse, or EMS.
- d. A trained volunteer School employee may withdraw from the agreement to administer medications at any time.

8. SCHOOL-SPONSORED ACTIVITIES

- a. The School will make every effort to have a trained volunteer School employee accompany any school-sponsored activity, such as a field trip, that has students with medication administration needs. If a parent or guardian chooses to accompany the student on the activity, that parent or guardian should not be charged a participation fee.
 - i. If a student requires daily prescription medication during the activity, the School will accommodate this need or the activity will be canceled.
 - ii. For emergency medications (i.e. asthma inhalers, epinephrine auto-injectors, glucagon, seizure rescue medication), every effort will be made to have a trained volunteer attend the activity. If the School is unable to find a trained volunteer, the parent or guardian will be made aware that the medication will not be taken on the activity and EMS will be called for any emergencies.

9. EMERGENCY EVACUATIONS AND DRILLS

- a. The School will make every effort to retrieve and/or transport student medications in the event of an emergency or evacuation. In an evacuation, trained School staff will transport student medications to the designated evacuation site.

10. REMOTE CONTINUOUS GLUCOSE MONITORING

- a. For diabetic students who use a continuous glucose monitor (CGM), remote monitoring by the School may be requested if the parent and/or the medical provider feels it is medically necessary. The School will assess each request individually based on the student's age and unique needs.
- b. Remote CGM monitoring is a supplemental method for glucose monitoring. Students with remote monitoring in place must be equipped with a functioning personal device with active CGM monitoring on him/her at all times while at School during school hours. The personal device is the primary method of CGM monitoring. Alarms must be turned on and audible to school staff. Alarm settings should be configured to alert only for actionable interventions.
- c. A parent/guardian must sign the CGM Agreement before remote monitoring by the School is implemented.
- d. School staff are prohibited from remote CGM monitoring on a personal device. Remote monitoring by the school must be done on a school-owned device.
- e. Students should have a blood glucose meter available for use at school in the event of CGM failure, lack of communication, or apparent discrepancy.
- f. Parents/guardians should work with the School to set up a system for prompt communication. If a response is not received in the anticipated time frame, parents should call the front office to discuss the situation.
- g. CGM monitoring will be consistent with the orders in the student's diabetic medical management plan. If there are any changes in the student's diabetic plan (DMMP), parents/guardians are expected to alert the School immediately and provide an updated DMMP.
- h. Any remote CGM monitoring by the School is limited to during school hours only.
- i. The School is not liable for any alarms missed on the remote monitoring device.

11. EXCEPTIONS TO ADMINISTRATION OF MEDICATION PROCEDURES

- a. The School will consider requests for exceptions to these procedures on an individual basis. The School may require exception requests to be in writing and contain:
 - i. The reason for the request; and
 - ii. A written statement from the student's licensed healthcare provider stating the medical basis and/or necessity of the request, as well as an affirmation that the requested exception is consistent with the standard of care.
- b. If the student is receiving services under the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act, exception requests must be submitted at least three days prior to the IEP/504 Team meeting at which the request will be considered.
- c. Decisions of the exception requests will be communicated to the parent or guardian within a reasonable time thereafter.