

## ADMINISTERING MEDICATION TO STUDENTS

The Hull School Committee approves the following policies governing administration of medications in the schools under its jurisdiction

### I. Management of the Medication Administration Program

A. The school nurse shall be the supervisor of the medication administration program in the school

B. The school nurse and the school physician develop procedures relating to the administration of medications.

### C. Medication Orders/Parental Consent:

1. The school nurse shall ensure that there is a proper medication order from a licensed prescriber which is renewed as necessary, including the beginning of each academic year. A telephone order or an order for any change in medications shall be received only by the school nurse. Any verbal order must be followed by a written order within three school days. Whenever possible, the medication order shall be obtained and the medication plan shall be developed before the student enters or re-enters school.

a. In accordance with standard medical practice, a medication order from a licensed prescriber shall contain:

- the student's name
- the name and signature of the licensed prescriber
- the name of the medication
- the route and dosage of the medication
- the frequency and time of medication administration
- the date of the order and discontinuation date
- a diagnosis and any other medical condition requiring medication, if not a violation of confidentiality or if not contrary to the request of the parent/guardian to keep confidential.
- Specific directions for administration

b. Every effort shall be made to obtain from the licensed prescriber the following additional information if appropriate:

- any side effects, contraindications and adverse reactions to be observed
- any other medications being taken by the student
- the date of the next scheduled visit, if known

c. Special medication situations:

- for short term medications (those requiring administration for 10 days or fewer); the pharmacy labeled container may be used in lieu of a licensed prescriber's order. If the nurse has a question she may request a licensed prescriber's order. For over the counter medications (non-prescription medications) the school nurse shall follow

- the school physician's orders for administration and have written parental permission.

2. The school nurse shall ensure that there is a written authorization by the parent/guardian, which contains:

- The parent or guardian's printed name, signature and an emergency phone number
- A list of all medications the student is currently receiving, if not a violation of confidentiality or contrary to the request of the parent, guardian or student that such medications not be documented.
- Approval to have the school nurse administer the medication
- Persons to be notified in case of a medication emergency, in addition to the parent or guardian and licensed prescriber.

#### **D. Medication Administration Plan**

1. The school nurse, in collaboration with the parent/guardian shall establish a medication administration plan for each student receiving medication. Whenever possible, a student who understands the issues of medication administration shall be involved in the decision-making process and his/her preferences respected to the maximum extent possible. \*

If appropriate, the medication administration plan shall be referenced in any other health or educational plan developed pursuant to the Massachusetts Special Education Law (Individual Education Plan under Chapter 756) or federal laws, such as the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act of 1973.

\*The Department of Education Guidelines for special education require student consent for the 18-21 age group and student participation in planning after age 14 if appropriate.

2. Prior to the initial administration of the medication, the school nurse shall assess the child's health status and develop a medication administration plan which includes:
  - the name of the student
  - an order from a licensed prescriber, including business and emergency telephone numbers
  - the signed authorization of the parent or guardian, including home and business telephone numbers
  - any known allergies to food or medications
  - the diagnosis, unless a violation of confidentiality or the parent/guardian requests that it not be documented
  - the name of the medication
  - the dosage of the medication, frequency of administration and the route of administration
  - any specific directions for administration
  - any possible side effects, adverse reactions or contraindications
  - the required storage condition

- the duration of the prescription
- plans, if any, for teaching self-administration of the medication
- with parental permission, other persons, including teachers to be notified of medication administration and possible adverse effects of the medication
- a list of other medications being taken by the student, if not a violation of confidentiality or contrary to the request of the parent, guardian or student that such medication not be documented.
- provision for medication administration in the case of field trips and other short-term special school events. Every effort should be made to obtain a nurse or school staff member trained in medical administration to accompany students at special school events. When this is not possible, the school nurse may delegate prescription medication administration to another responsible school employee. Written consent from a parent or guardian for the named responsible adult to administer the prescription medication shall be obtained. The school nurse shall instruct the responsible school employee on how to administer the prescription medication to the student.

#### **E. Medication Administration Guidelines**

1. Prescription and non-prescription medications will only be distributed by the school nurse
2. In the absence of the school nurse the following procedure will be implemented
  - a substitute nurse will be called
  - if there is no substitute nurse available, the remaining school nurses will provide nursing care to the uncovered school(s). The principal of the school in which the nurse is absent will contact a remaining school nurse so that the nurses can formulate a plan for the administration of medications or provide other nursing assistance as needed. At that time the school nurses will notify principals in regards to coverage arrangements.
3. The school nurse shall communicate significant observations relating to medication effectiveness and adverse reactions or other harmful effects to the child's parent or guardian and/or licensed prescriber.
4. In accordance with standard nursing practice, the school nurse may refuse to administer or allow to be administered any medication, which, based on her/his individual assessment and professional judgment, has the potential to be harmful, dangerous or inappropriate. In these cases, the school nurse shall notify the parent/guardian and/or licensed prescriber immediately and explain the reason for refusal.

#### **F. Delegation/Supervision**

The Hull School Committee, in consultation with the School Nurses and School Physician authorizes that the responsibility for the administration of emergency Epinephrine may be delegated to the following categories of unlicensed personnel according to criteria delineated in CMR 210.004(B) (2):

administrative staff	teaching staff
secretaries	paraprofessionals
coaches	athletic trainers

For the purpose of administering emergency epinephrine to an individual student, pursuant to 210.004 (B) (4), the school nurse may identify school personnel from the above listed categories. Said personnel shall receive training in the administration of emergency epinephrine.

1. The school nurse, in consultation with the school physician, shall have final decision-making authority with respect to delegating administration of prescription medications for students on field trips and short term special school events to unlicensed personnel within the Hull Public School System as it is registered with the Department of Public Health.
2. The administration of parenteral medications may not be delegated, with the exception of Epinephrine (in the form of an auto-injector; EpiPen) in a life-threatening situation where the child has a known allergy or pre-existing medical condition and there is an order for administration of the medication from a licensed prescriber and written consent of the parent or guardian.
3. For each school, an updated list of unlicensed school personnel who have been trained in the administration of emergency epinephrine (EpiPen) shall be maintained. Upon request, a parent shall be provided with a list of school personnel authorized to administer emergency epinephrine.
4. Supervision of Unlicensed Personnel

Authorized unlicensed personnel administering emergency epinephrine (Epi-Pen) or other prescription medications for field trips and/or special school events shall be under the supervision of the school nurse. Responsibilities for supervision at a minimum shall include the following:

- (a) After consultation with the principal or administrator responsible for a given school, the school nurse shall train and supervise willing individuals, in those categories of school personnel approved by the School Committee when appropriate, who may administer emergency epinephrine. When necessary to protect student health and safety, the school nurse may rescind such selection.
- (b) For the purpose of prescription medication administration for special school events for which a nurse is unavailable to attend, the school nurse in consultation with the building principal may delegate this responsibility to a willing school employee.
- (c) The number of unlicensed school personnel to whom responsibility for medication administration may be delegated is determined by:
  - The number of unlicensed school personnel the school nurse can adequately train and supervise as determined by the school nurse.
  - The number of willing unlicensed school personnel necessary, in the nurse's judgment to ensure that the emergency epinephrine would be administered to a student if a life threatening situation should occur

(d) The school nurse shall supervise the training of the designees consistent with the Department of Public Health's requirements in CMR 210.007 of the regulations governing the Administration of Prescription Medications in Public Schools.

- The school nurse shall document the training and evidence of competency of unlicensed personnel designated to assume the responsibility for emergency epinephrine administration.
- The school nurse shall provide a training review and informational update, at least annually, for those school staff yearly authorized to administer emergency epinephrine.
- The school nurse shall provide training for school staff willing to take responsibility for administration of prescription medications for special school events. The training shall include reviewing of student medication orders, possible side effects, adverse reactions and other pertinent information.

#### **G. Self Administration of Medications**

"Self-administration" means that the student is able to administer medication to themselves in the manner directed by the licensed prescriber, without additional assistance or direction. A student may be responsible for taking his/her own medication after the school nurse has determined that the following requirements are met.

- The student, school nurse, and parent/guardian, where appropriate, enter into an agreement, which specifies the conditions under which medication may be self-administered.
- The school nurse, as appropriate, develops a medication administration plan, which ensures safe self-administration of medication; (see Self-Administration Medication Plan)
- The student's health status and abilities have been evaluated by the school nurse who then deems self-administration safe and appropriate. As necessary, the school nurse shall observe initial self-administration of the medication.
- The school nurse is reasonably assured that the student is able to identify the appropriate medication, knows the frequency and time of day for which the medication is ordered
- There is written authorization from the student's parent or guardian that the student may self medicate, unless the student has consented to treatment under M.G.L. c. 112, s. 12F or other authority permitting the student to consent to medical treatment without parental permission

- If requested by the school nurse, the licensed prescriber provides a written order for self-administration.
- The student and nurse develop a procedure for documentation of self-administration of medication
- The school nurse establishes a procedure for the safe storage of self-administered medication and as necessary, consults with teachers, the student and parent/guardian, if appropriate, to determine a safe place for storing the medication for the individual student, while providing for accessibility if the student's health needs require it. This information shall be included in the medication administration plan. In the case of an inhaler or other preventive or emergency medication, whenever possible, a backup supply of the medication shall be kept in the health room or a second readily available location.
- The student's self-administration is monitored based on his/her abilities and health status. Monitoring may include teaching the student the correct way of taking the medication, reminding the student to take the medication, visual observation to ensure compliance, recording that the medication was taken, and notifying the parent, guardian or licensed prescriber of any side effects, variation from the plan, or the student's refusal or failure to take the medication.
- With parental/guardian and student permission, as appropriate, the school nurse may inform appropriate teachers and administrators that the student is self-administering a medication.

## **H. Handling, Storage and Disposal of Medication**

1. A parent, guardian or parent/guardian-designated responsible adult shall deliver all medications to be administered by the school nurse to the school nurse.
  - the medication must be in a pharmacy or manufacturer labeled container
  - the school nurse shall document the quantity of the medication delivered
2. All medications shall be stored in their original pharmacy or manufacturer labeled containers and in such manner as to render them safe and effective. Expiration dates will be checked.
3. All medications to be administered with the exception of prescribed inhalers and emergency epinephrine shall be kept in a securely locked cabinet used exclusively for medications, which is kept locked except when opened to obtain medications.
4. Access to locked medications shall be limited to the school nurse. Access to keys and knowledge of the location of keys shall be restricted to the maximum extent possible.
5. Parents or guardians may retrieve the medication from the school nurse at any time.
6. No more than a thirty (30) school day supply of medication for a student shall be stored at the school.

7. Where possible, all unused, discontinued or outdated medications shall be returned to the parent or guardian and the return appropriately documented. All medications should be returned at the end of the school year.
8. If parents do not pick up medication as requested by the school nurse by one day following the end of school for students, the following procedure will take place.
  - Nurse and witness will count remaining medication and record on student's medication log
  - Prescription medication will be placed in a sharps container or crushed and mixed with an undesirable substance and placed in an impermeable container and properly disposed of in the trash.
  - Nurse and witness will sign the student's medication log

## **I. Documentation and Record Keeping**

1. School nurses administering medications shall maintain a medication administration record for each student who receives medication during school hours.
  - Such record at a minimum shall include a daily log and the physician's medication order and parent/guardian consent for administration
  - The daily log shall contain:
    - the dose or amount of medication to be administered
    - the date and time of administration or omission of administration, including the reason for omission
    - the full signature of the nurse
  - The school nurse shall document in the medication administration record significant observations of the medications effectiveness as appropriate, and any adverse reactions or other harmful effects as well as any action taken.
  - All documentation shall be recorded in SNAP (the school health computer program).

## **J. Reporting and Documentation of Medication Errors**

- A medication error includes any failure to administer medication as prescribed for a particular student, including failure to administer the medication:
  - Within appropriate time frames
  - In the correct dosage
  - In accordance with accepted practice i.e. right medication, right route of administration
  - To the correct student
- In the event of a medication error, the school nurse shall notify the parent or guardian immediately. If there is a question of potential harm to the student, the nurse shall also notify the student's licensed prescriber.
- Medication errors shall be documented by the school nurse on the medication error report form. These reports will be made available to the Department of Public Health upon request. All medication errors resulting in serious illness requiring medical care shall be reported to the Department of Public Health, Bureau of Family and Community Health. All suspected

- diversion or tampering of drugs must be reported to the Department of Public Health, Division of Food and Drugs and the Hull Police Department.

#### **K. Response to Medication Emergencies**

- Emergency Medical Services will be contacted if warranted – call 9-1-1
- Parent/guardians will be contacted followed by the licensed prescriber
- Poison Control will be contacted if necessary (1-800-222-1222) and instructions followed
- Close observation of the student will be provided and if necessary, the child will be dismissed to the parent/guardian. If further medical evaluation is deemed necessary, the child will be referred to the prescribing physician.
- A medication error report will be completed.
- The building principal will be notified of the incident
- Follow-up calls will be made to determine status of student's condition.

#### **L. Medication Audits**

The school nurse will conduct a review of all medications administered at school and related documentation. These audits will be conducted at least one time each school year. Additional audits will be conducted as deemed necessary by the school nurse.

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