

CHAPTER: STUDENTS**TITLE: MEDICATION ADMINISTRATION**

Purpose: Good health and safety are essential to student learning. The administration of medication to students during the school day should be discouraged unless absolutely necessary for the student's health. Administration of medication during the school day is essential to allow some students to attend school. This policy establishes the standards that must be followed when any medication is required to be administered during attendance at school or school related events and to provide for emergency medication administration, when necessary. An objective of this medication administration policy is to promote individual responsibility. This can be achieved by educating students and their families. This policy shall not impact the operating procedures of School Based Health Centers.

Role of School Administrator(s). Provide for appropriate, secure and safe storage and access of medications. Provide a clean, safe environment for medication administration. Provide a mechanism for safely receiving, counting and storing medications. Provide a mechanism for receiving and storing appropriate medication authorization forms. Select and assign qualified employees for medication administration. Role of School Nurse and Contracted Licensed Health Care Provider. Contact parent/guardian or licensed health care provider to clarify any questions about prescribed medication. Manage health related problems and decisions. Provide and/or coordinate training for all school employees designated to administer prescribed medication. Validate and document student knowledge and skills to self-administration of prescribed medication.

Role of Designated Qualified Personnel/administrators Designee. Successfully complete the Cardiopulmonary Resuscitation (CPR), First Aid and the medication administration portion of training, as defined in Policy 2422.7. Store and administer medication, complete the medication document and report medication incidents.

Role of the Parent/guardian. Administer the initial dose of any medication at home, except for emergency medications and unless otherwise directed by the licensed prescriber. Complete and sign a parent/guardian authorization form. Provide school with completed licensed prescriber authorization form for prescribed medication(s). Supply medication and ensure that medication arrives safely at school in a current and properly labeled container.

Parent/guardian must deliver the medication to the person authorized by the principal to receive, store and administer medication. Parents may not send medications on the bus or to school with students. Maintain effective communication pertaining to medication administration. Replenish long-term and emergency prescribed medication as needed. Retrieve unused or outdated medicine from school personnel no later than thirty days after the authorization to give the medication expires or on the last day of school.

Emergency medications must be brought to school at the start of the school year. Failure to supply the school with emergency medication and provider order can be considered medical neglect as it is putting the health and safety of the student at a serious and possible life-threatening risk. Students may also be excluded from school until the medication is provided based on the severity of the risk and safety for the student. If the parent/guardian continues to fail to supply the medication a referral to CPS can be initiated based on the seriousness of the risk.

Role of the Student. Consume the medication in the specified manner, in as much as his/her age, development and maturity permit.

Student (based on age and maturity level) must also maintain the responsibility to report to the school nurse or designee at planned times and area for medication administration. Parents/administration shall be notified if reporting for medication becomes an issue.

Administration of Prescribed Medication. Prescribed medications shall be administered after written authorization from a licensed prescriber and parent/guardian are received. Prescribed medication shall be in the originally labeled container, which includes the following: Prescribed medication(s) from a pharmacy – student(s) name, name of medication; reason(s) for the medication (if to be given only for specific symptoms); dosage, time and route; reconstitution directions, if applicable; the date the prescription and/or medication expires. Prescribed Over-the-Counter Medication(s) – student's name (affixed to original manufacturer's bottle); name of the medication; reason(s) for the medication (if to be given only for specific symptoms); dosage, time and route; reconstitution directions, if applicable; the date the prescription and/or medication expires. Medication administration steps must be followed exactly as outlined in Policy 2422.7.

Medication administration must take place in a clean and quiet environment where privacy may be established and interruptions are minimal. When a student's medical condition requires a change in the medication dosage or schedule, the parent/guardian must provide a new written authorization form from a licensed prescriber and container. This must be given to designated personnel within an appropriate time frame.

Medication administration incidents include, but are not limited to, any deviation from the instructions provided by the licensed health care provider. The school nurse and principal shall be contacted immediately in the event of a medication incident.

Contact the physician and parent/guardian, if necessary. The principal shall document all circumstances of a medication incident; orders received, actions taken and student's status and submit a written report to the county superintendent at the time of the incident. The report should include the name of the student, the parent/guardian name and phone number, a specific statement of the medication incident, who was notified and what remedial actions were taken.

At the discretion of the school nurse students may self-carry after assessments are completed to verify proper use. This will be considered on a case by case basis. The student must be able to bring the medication to school, carry the medication in a safe and responsible manner, and use the medication only as prescribed. At any time, if deemed necessary by the school nurse, the ability to self-carry medication may be revoked. It is the responsibility of the parent and the student to ensure the student brings a current inhaler or epi pen to school each day.

Self-administration/self-carry of asthma medication and self-carry of epi pens shall be permitted in accordance with WVC 18-5-22b. after the following conditions are met: written authorization is received from a licensed prescriber which contains the student name, purpose, appropriate usage, dosage, time or times at which, or the special circumstances under which the medication is to be administered; the student has demonstrated the ability and understanding to self-administer asthma medication and self-carry/self-administration of epi pens and the level of understanding of the appropriate use of

medication; the parent/guardian has acknowledged in writing that they have read and understand a notice exempting the board of education from any liability; permission to self-administer asthma medication/epi pens shall be effective for the year for which it is granted and all documents shall become part of the student health record; permission to self-administer may be revoked by the principal or school nurse if there are any issues pertaining to safety or concerns regarding the student carrying or self-administering.

Administration of Non-prescription /Over the Counter Medication

Over the counter medications shall be administered only after meeting the following requirements: a written order must be provided from a medical provider for over the counter medications as well. This is to ensure student safety and to ensure that all medications being given in our buildings are being done so after a medical provider deems necessary for the student. The form must also be signed by the parent/guardian. The principal or the nurse has the authority to contact the parent/guardian or the health care provider to clarify any questions about the medication being administered. All over the counter medication shall be in the manufacturer's original packaging clearly marked with the following: student's name (affixed to original manufacturer's bottle); name of medication; ingredients; dosage, time and route; reconstitution directions, if applicable; medication expiration date. The parent/guardian is to be contacted immediately when a medication's appearance or dosage is questioned.

NO medication is to be given in school until the provider orders and medication are reviewed by the school nurse.

Medication Storage, Inventory, Access and Disposal. Each school shall designate space in the building to store student medication, at the correct temperature, in a secure, locked, clean cabinet or refrigerator, as required. All medication shall be entered on a medication inventory and routinely monitored for expiration and disposal.

Access to medications shall be under the authority of the school principal in conjunction with the school nurse. An appropriate supply of long-term and emergency prescribed medication may be maintained at the school in amounts not to exceed school dosages within each calendar month. School personnel shall dispose of unused or outdated medicine unclaimed by the parent/guardian no later than 30 days after the parent/guardian medication authorization expires or on the last day of school.

Medication disposal shall be done in a manner in which no other individual has access to any unused portion. Two individuals will witness the disposal of the medication and the procedure must be documented on the appropriate form related to the specific student. Medication disposal can be completed by taking the meds to the county drug take back day, disposed at the sheriffs' office or with the assistance of local pharmacy's.

Confidentiality and Documentation. Student information related to diagnosis, medications ordered and medications given must be maintained according to Family Educational Rights and Privacy Act (FERPA) and in such a manner that no one could view these records without proper authorization.

Documentation of medication administration shall include the following information: student name; medication(s) name; dosage, time and route of medication administration; reaction(s) or untoward effects; reason(s) the medication was not administered; date and signature of person administering medication.

REFERENCE: WVC 18-5-2; 18-5-22; 18-5-22a;

SBP 2422.8 ADOPTION DATE: 04/05/99

REVISED: 3/21/05; 05/21/2020;

APPROVED: 08/12/20