

ADMINISTERING MEDICINES TO STUDENTS (Regulation)

The administration of medicines in schools is limited and controlled by law - M.R.S.A. 20-A § 254(5) 4009(4) - and is specifically addressed by school board policy JLCD.

This regulation is based on the following:

A. The dispensing of medicines on school premises should be discouraged. Whenever possible, the schedule of drug administration should be altered to allow a student to receive all prescribed doses at home.

B. Administering medicines in school will be allowed, subject to the conditions of the board policy and these regulations, when, in the opinion of the attending licensed health care provider, a pupil would be unable to attend school without medication being received during the school day.

C. Definitions

“Administration” means the provision of prescribed medication to a student according to the orders of a health care provider.

“Collaborative practice agreement” means a written and signed agreement between a physician licensed in Maine or a school health advisor, as defined in 20-A MRSA §6402-A, and a school nurse that provides for the prescription of epinephrine autoinjectors by the physician or school health advisor and administration of epinephrine injectors by the school nurse or designated school personnel to students during school or a school-sponsored activity under emergency circumstances involving anaphylaxis.

“Health care provider” means a medical/health practitioner who has a current license in the State of Maine with a scope of practice that includes prescribing medication.

“Indirect supervision” means the supervision of an unlicensed school staff member when the school nurse or other health care provider is not physically available on site but immediately available by telephone.

“Medication” means prescribed drugs and medical devices that are controlled by the U.S. Food and Drug Administration and are ordered by a health care provider. It includes over-the-counter medications prescribed through a standing order by the school physician or prescribed by the student’s health care provider. For the purpose of this policy, “medication” does not include medical marijuana.

“Parent” means a natural or adoptive parent, a guardian, or a person acting as a parent of a child with legal responsibility for the child’s welfare.

“School nurse” means a registered professional nurse with Maine Department of Education certification for school nursing.

“Self-administration” is when the student administers medication independently to him/herself under indirect supervision of the school nurse.

“Unlicensed school personnel” are persons who do not have a professional license that allows them, within the scope of that license, to administer medication.

D. Medication is to be administered by the school nurse when available, otherwise by the principal or the principal’s designee. Careful records are to be kept.

E. To minimize the possibility of miscommunication, misunderstanding and error, a written request for medicine to be administered in school is to be submitted by the parent/guardian AND the private licensed health care provider (in the case of a medication to be given for a greater than three week duration), and reviewed and approved by the school nurse (~~in the case of a medication to be given for a greater than three week duration~~). The request is valid for the current school year only.

F. The general content of the policy and this regulation, with any procedural information needed for compliance, shall be made available to the parents and student via bulleting, handbooks, etc., as appropriate.

G. Parents/guardians are invited to come to the school to directly medicate their children if they choose to do so.

The following procedures are to be strictly followed in administering medicines to students in the schools:

1. The parent/guardian is to provide a completed Request for Administering Medicine in School form (SH/M-1, attached). It requires:

- a. Parental signature of request and informed consent for the administration of medicine by the school nurse and unlicensed personnel. (Principal/designee)
- b. Detailed written information, orders and signature of the prescribing licensed health care provider for long-term medications.

Note: This form is to be available in the school office and provided to any parent/guardian upon request, along with copies of or information about the policy and procedures.

2. The parent /guardian is responsible for delivery of the medication in the original prescription container, appropriately labeled by the pharmacy or physician, and containing no more than the amount of medication necessary to comply with the written order.

3. A secured locked space is to be provided for safe storage of medication. It is to be kept locked at all times except in the actual administering of medicines.

4. Recordkeeping

School personnel and the student's parent shall account for all medication brought to school. The number of capsules, pills or tablets, and/or the volume of other medications brought to school shall be recorded.

School staff administering medication shall document each instance the medication is administered including the date, time, and dosage given.

The school nurse or principal or designee shall maintain a record including the parent's request, physician's order, details of the specific medications (including dosage and timing of medication), and documentation of each instance the medication is administered.

Records shall be retained according to the current State schedules pertaining to student health records.

5. The parent is responsible for notifying the school of any changes in or discontinuation of a prescribed medication that is being administered to the student at school. The school nurse will inform the parent of any remaining or expired medication for the parent to transport home. The parent can choose to have the nurse dispose of the medication.

6. In the event that the dosage or frequency is to be changed, completion of a new Request form will be required and the process repeated to ensure completeness and clarity of information.

Note: In the event the original Request form contained clear instructions about a change in dosage, that shall be deemed sufficient and the process need not be repeated (e.g., "Two capsules each day at noon for five school days followed by one pill each day for five school days.")

7. In the case of student prone to suffer an acute and life-threatening allergic reaction to food or insect stings:

a. Appropriate school personnel will be made aware of the student's condition;

b. Medication as provided by the parent will be kept in a predetermined place at the school and all personnel involved with the child will know its location;

c. A clear emergency procedure will be outlined on the child's health record and all teachers will be informed of the procedure; and

d. At least two staff members at the school will be instructed in the administration of said medication.

8. Student Self-Administration of Insulin, Asthma Inhalers and Epinephrine Autoinjectors

Students with diabetes, allergies or asthma may be authorized by the school nurse to possess and self-administer insulin or emergency medication from an epinephrine autoinjector or asthma inhaler during the school day, during field trips, school-sponsored events, or while on a school bus. The student shall be authorized to possess and self-administer insulin or medication from an epinephrine autoinjector or asthma inhaler if the following conditions have been met.

i. The parent (or student, if 18 years of age or older) must request in writing authorization for the student to self-administer insulin or medication from an epinephrine autoinjector or asthma inhaler.

ii. The student must have the prior written approval of his/her primary health care provider and, if the student is under the age of 18, the prior written approval of his/her parent/guardian. The written notice from the student's primary care provider must specify the name and dosage of the medication, frequency with which it may be administered, and the circumstances that may warrant its use.

iii. The student's parent/guardian must submit written verification to the school from the student's primary care provider confirming that the student has the knowledge and the skills to safely possess and use insulin or an epinephrine autoinjector or asthma inhaler.

iv. The school nurse shall evaluate the student's technique to ensure proper and effective use of ~~an~~ insulin delivery method, epinephrine autoinjector or asthma inhaler taking into account the maturity and capability of the student and the circumstances under which the student will or may have to self-administer the medication.

v. The parent will be informed that the school cannot accurately monitor the frequency and appropriateness of use when the student self-administers medication, and that the school unit will not be responsible for any injury arising from the student's self-medication.

vi. Authorization granted to a student to possess and self-administer insulin or medication from an epinephrine autoinjector or asthma inhaler shall be valid for the current school year only and must be renewed annually.

vii. A student's authorization to possess and self-administer insulin or medication from an epinephrine autoinjector or asthma inhaler may be limited or revoked by the building principal after consultation with the school nurse and the student's parents if the student demonstrates inability to responsibly possess and self-administer such medication.

viii. To the extent legally permissible, staff members may be provided with such information regarding the student's medication and the student's self-administration as may be in the best interest of the student.

ix. Sharing, borrowing, or distribution of medication is prohibited. The student's authorization to self-administer medication may be revoked and the student may be subject to disciplinary consequences for violation of this policy.

Unlicensed school personnel who administer medication to students in a school setting (at school, on school transportation to or from school, on field trips, or during school sponsored events) must be trained in the administration of medication before being authorized to carry out this responsibility. And annually thereafter, such training must be provided by a registered professional nurse or physician and include the components specified in Department of Education Rules Chapter 40 and other applicable Department of Education standards, recommendations, programs, and/or methodologies.

9. The following procedures are to be strictly followed in administering medicines to students in a school sponsored activity off campus:

Administration of Medication During Off-Campus Field Trips and School-Sponsored Events

The school will accommodate students requiring administration of medication during field trips or school-sponsored events as follows:

The school nurse, principal, and, as appropriate, the school unit's Section 504 Coordinator and/or IEP, will determine whether an individual student's participation is contraindicated due to the unstable/fragile nature of his/her health condition, the distance from emergency care that may be required, and/or other extraordinary circumstances. The student's parent and primary care provider will be consulted in making this determination. The decision will be made in compliance with applicable laws, including the IDEA, § 504 and the Americans with Disabilities Act (ADA).

a. Parents will be expected to complete a district medication request form and must provide the appropriate number of doses needed for the duration of the field trip or school-sponsored event.

b. When there are no contraindications to student participation, an appropriately trained staff member will be assigned to administer medication. The parent will be encouraged to accompany the student, if possible, to care for the student and administer medication.

c. All provisions of this policy shall apply to medications to be administered during off-campus field trips and school-sponsored events. As practicable, the DOE's "Procedure for Medication Administration on School Field Trips" will be followed.

Adopted: