

Students-

ADMINISTRATION OF MEDICATIONS

The Regional School District No. 14 Board of Education has authorized the Superintendent of Schools to develop the following procedures concerning the administration of medications to students within the school system by a registered nurse or, in the absence of a nurse, by a principal, teacher, licensed athletic trainer, licensed physical or occupational therapist employed by the school district or coach of intramural and interscholastic athletics. These administrative regulations have been reviewed and approved by the school medical advisor or other qualified licensed physician and the school nurse supervisor.

Definitions

For the purposes of these regulations, the following definitions shall apply:

“Administration of medications” means the direct application of a medication by inhalation, ingestion, or by any other means to the body of a person.

“Authorized prescriber” means a physician licensed to practice medicine, or a dentist licensed to practice dental medicine in this or another state, or an optometrist licensed to practice optometry in this state or and advanced practice registered nurse licensed to prescribe medication or a physician assistant licensed to prescribe medication.

“Controlled drugs” are those drugs which contain any quantity of a substance which has been designated as subject to the federal Controlled Substances Act, or which has been designated as a depressant or stimulant drug pursuant to federal food and drug laws, or which has been designated by the Commissioner of Consumer Protection pursuant to Connecticut General Statutes 21a-243, as having a stimulant, depressant or hallucinogenic effect upon the higher functions of the central nervous system and as having a tendency to promote abuse or psychological or physiological dependence, or both. Such controlled drugs are classifiable as amphetamine-type, barbiturate-type, cannabis-type, cocaine-type, hallucinogenic, morphine-type and other stimulant and depressant drugs. Specifically excluded from controlled drugs and controlled substances are alcohol, nicotine and caffeine;

“Designated school personnel” means the categories of school personnel that are permitted by law to administer medication to students including: principals, teachers, licensed athletic trainers, licensed physical or occupational therapists employed by the school district, coaches of intramural and interscholastic athletics, certain paraprofessionals, directors of school readiness or before/after school programs;

“Medication” is any medicinal preparation including controlled drugs as well as over-the-counter preparations such as aspirin, ibuprofen, or aspirin substitutes containing acetaminophen and includes medicine administered through the use of an asthmatic inhaler or automatic pre-filled cartridge injector or similar automatic injectable equipment.

School personnel who may administer medications to students

1. The school nurse, and in the absence of the school nurse, a principal, any teacher, licensed athletic trainer, licensed physical or occupational therapist employed by a school district, or coach of intramural and interscholastic athletics of a school may administer medication to a student provided that:
 - A. There is a written order by an authorized prescriber;
 - B. There is a written authorization of the student's parent/guardian; and
 - C. School personnel have been sufficiently trained to administer medication

2. An identified paraprofessional may be permitted to administer medications to a specific student with a medically diagnosed allergic condition that may require prompt treatment to protect the student from serious harm or death when the following conditions have been met:
 - A. The parent/guardian has provided written authorization for the identified paraprofessional to administer medication;
 - B. There is a written order from the student's authorized prescriber; and
 - C. Both the school nurse and medical advisor have approved the identified paraprofessional to administer the medication.

Pursuant to these conditions, a paraprofessional may administer medication including, but not limited to, medication administered with a cartridge injector. For purposes of this policy, "cartridge injector" means an automatic pre-filled cartridge injector or similar automatic injectable equipment used to deliver epinephrine in a standard dose for emergency first aid response to allergic reactions. The school nurse shall train and supervise any paraprofessional who administers medications.

3. A director of a school readiness program (as defined by Connecticut General Statutes §10-16p) or a before or after school program exempt from licensure by the Department of Public Health (as defined by Connecticut General Statutes §19a-77(b)(1)) or the director's designee, may administer medications to a child enrolled in such a program only in accordance with regulations adopted by the Connecticut State Department of Education.

Responsibility for Supervision of Administration of Medications

The school nurse is responsible for general supervision of administration of medications in the schools to which that nurse is assigned, and shall:

- A. Review orders or changes in orders, and communicate these to designated school personnel for appropriate follow-up;
- B. Set up a plan and schedule to ensure medications are given;
- C. Provide training to designated school personnel in the administration of medications;

- D. Support and assist designated school personnel to prepare for and implement their responsibilities related to the administration of specific medications during school hours;
- E. Provide consultation by telephone or other means of communication. In the absence of the school nurse, a licensed physician or nurse provide this consultation;
- F. Implement policies and procedures regarding receipt, storage, and administration of medications;
- G. Review monthly all documentation pertaining to the administration of medication;
- H. Observe administration of medication by designated school personnel who have been newly trained.
- I. Periodically review, as needed, the needs of any student receiving medication with designated school personnel.

Training of designated school personnel to administer medications

Only designated school personnel who have been properly trained may administer medications to students. The training of designated school personnel in the safe administration of medications in the school setting must be given by a physician currently licensed to practice medicine in the United States or a registered nurse currently licensed to practice nursing in Connecticut.

Training shall include at least two sessions and the content should include:

- A. Reviewing the school's policy and procedures, state law and regulations;
- B. Reviewing the medication needs of specific students during school hours: purpose, kind, administration, expected effects and untoward side effects;
- C. Observation of students who are taking medication;
- D. Proper procedures for handling, storing, administering medication;
- E. Record keeping;
- F. Medication emergency procedures.

The Superintendent of Schools [*or designee, e.g., school nurse supervisor*] shall maintain and annually update documentation that such training has been provided and the list of personnel who have successfully completed training. All designated school personnel who complete training must be provided an annual review and informational update in order to remain on the list.

Student Self-Administration

Self-administration of medicine means that a student is able to identify and select the appropriate medication by size, color, amount or other label identification, knows the frequency and time of day for which the medication is ordered, and consumes the medication appropriately.

Students who are able to “self-administer” may do with the following conditions:

- A. An authorized prescriber (including, for the purpose of self-administration of medication only, a licensed podiatrist) provides a written order for self-administration;
- B. The student’s parent/guardian provides written authorization;
- C. The school nurse has evaluated the situation and deemed it to be safe and appropriate; has documented this in the cumulative health record; and has developed a plan for general supervision;
- D. The principal and appropriate teachers are informed that the child is self-administering prescribed medication;
- E. Such medication is transported to the school and maintained under the student’s control in a manner consistent with board policy.

Transportation of Medication to School; Storage at School

All medications, except those approved for transporting by students for self-medication, shall be delivered by the parent or guardian and shall be received by the nurse assigned to the school or building principal. The nurse must examine on-site any medication, medication order and authorization form and develop a medication administration plan for the student before any medication is given by any school personnel.

- A. All medications, except those approved for keeping by students for self-medication, shall be kept in a designated locked container, cabinet or closet used exclusively for the storage of medication. In the case of controlled substances, they shall be stored separately from other drugs and substances in a separate, secure, substantially constructed, locked metal or wood container.
- B. Access to all stored medications shall be limited to persons authorized to administer medications. Each school shall maintain a current list of those persons authorized to administer medications.
- C. All medications, prescription and non-prescription, shall be stored in their original containers and in such a manner as to render them safe and effective.
- D. Medication requiring refrigeration shall be stored in a refrigerator at no less than 36°F and no more than 46°F.

- E. All unused, discontinued or obsolete medications shall be removed from storage areas and either returned to the parent or guardian or, with the permission of the parent or guardian, destroyed.
- F. Non-controlled drugs shall be destroyed in the presence of at least one (1) witness.
- G. Controlled drugs shall be destroyed in accordance with law or surrendered to the appropriate governmental agency.
- H. No medication for a student shall be stored at a school without a current (within the school year) written order from an authorized prescriber.

Documentation and Recordkeeping

Each school shall maintain a medication administration record for each student who receives medication during school hours. Transactions shall be recorded in ink and shall not be altered. The medication administration record shall be made available to the Department of Health Services upon request.

- A. The record will include:
 - 1. The name of the student;
 - 2. The name of the medication, dosage, route and frequency of administration;
 - 3. The name of the authorized prescriber and the date the medication was ordered;
 - 4. The quantity received and the date the medication is to be reordered. (No more than a 45 day supply of a prescribed medication shall be stored in school);
 - 5. The student's allergies to food and/or medicine;
 - 6. The date and time of administration;
 - 7. If the drug was not administered, this must be documented; including the reason for omission;
 - 8. The full legal signature of the school personnel administering the medication (or failing to administer the medicine).
- B. The following shall be filed in the student's cumulative health record:
 - 1. The written order of the authorized prescriber;
 - 2. The written authorization of the parent/guardian;
 - 3. The complete medication administration record.

- C. As to any and all controlled drugs administered at school, a record shall be maintained separate from the students' cumulative files that includes:
1. Copies of all physician's orders for controlled drugs;
 2. The original medication administration records;
 3. Each school wherein any controlled drug is administered under the provisions of this section shall keep such records thereof as are required of hospitals under the provisions of subsections (f) and (h) of Connecticut General Statutes §21a-254 and shall store such drug in such manner as the Commissioner of Consumer Protection shall, by regulation, require.
- D. An authorized prescriber's verbal order, including a telephone order, for a change in any medication can be received only by a school nurse. Any such verbal order must be followed by a written order from the authorized prescriber within three (3) school days.
- E. Prescribed medication shall be administered and taken only by the person for whom the prescription has been written.

Procedure for Notification and Documentation of Errors

Any errors in medication administration shall be reported immediately to the school nurse, school nurse supervisor, the student's parent/guardian and the authorized prescriber.

The school nurse shall immediately complete the "Medication Error or Incident" report. Any error in the administration of a medication shall be documented in the student's cumulative health record.

Errors include any of the following: a failure to do any of the following as ordered: administer a medication to a student, administer medication within the time designated by the prescriber, administer the correct dosage, administer medication by proper route, administer the medication according to generally accepted standards of practice; OR administer a medication which is not ordered, or not authorized in writing by the parent or guardian.

Medication Emergency

In the event of any medication emergency, the following information must be readily available in all schools:

- A. The local poison information center telephone numbers: [**UCONN Poison Control at 800-343-2722 or 911**];
- B. The child's own doctor's phone number, or the phone number of the School Medical Advisor: [*INSERT NAME of school medical advisor*]

