



Ashland Public Schools Health Services

Administration of Medications in Ashland Public Schools

LAW:

Massachusetts General Law, Chapter 94C

POLICIES:

The School Nurse is the supervisor of the medication administration program.

Only the School Nurse will administer medication in the Ashland Public Schools.

Exception: Ashland Public Schools is permitted by the Department of Public Health to delegate medication administration on field trips, renewable every two years.

Ashland Public Schools will follow the Massachusetts Department of Public Health Regulations for Administration of Prescription Medications in Public and Private Schools. (105 CMR: 210:000)

Ashland Public Schools Medication Policies and Procedures will be consistent with guidelines set forth in the Department of Public Health School Nurse Manual.

The Ashland Public Schools will comply with the policy of the Massachusetts Board of Registration in Nursing for the Administration of Over-the Counter Medications.

The School Nurse may contact the physician, pharmacist, or other medical provider for information relevant to the administration of medications.

Complete copies of these regulations and policies will be available in the Health Office of each school.

Review and revision of these policies and procedures shall occur as needed, but at least every two years.

Approved by:


School Physician



Date

8/17/20


School Head Nurse



Date

8-10-2020

School Committee Designee



Date

8-12-2020

PROCEDURES

Administration of medication to school age children is a serious issue that requires specific procedures in order to protect the student, the parents, and the school system. A responsible adult must bring the medicine to the school nurse. The medication must be in its current labeled pharmacy container, and be accompanied by written parental consent and the licensed prescriber's medication order. Whenever possible, medication administration should be scheduled at times other than during school hours.

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. Any verbal order must be followed by a written order within three days. A pharmacy-labeled container can be used in lieu of a physician's order only in the case of short-term medications; i.e. those medications to be given for ten days or less.

2. Written consent/request of parent or guardian is required for **all** medications.

These forms must be completed and on file in the Health Office before any medication is administered.

MEDICATION ADMINISTRATION PLAN

Prior to the initial administration of medication, the school nurse shall assess the student's health status and, in collaboration with the parent/guardian whenever possible, shall establish a Medication Administration Plan for each student receiving a 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. See DPH regulations for a detailed list to include in this plan.

SPECIAL MEDICATION SITUATIONS

1. **Short Term Prescription Medications** – those requiring administration for ten school days or fewer. The pharmacy labeled container may be used in lieu of a licensed prescriber's order. Written parent consent is required.

2. **Over-the-Counter Medications** – Such as non-prescription medication, cough drops, lactaid tablets. According to protocols written by the School Physician, the Ashland School Nurses may administer certain specified over-the-counter medications (Acetaminophen, Ibuprofen, Tums, Throat lozenges, Benadryl) as per the school physician's written standing orders. Parent permission for Acetaminophen, Ibuprofen, Tums, and lozenges is obtained on the emergency form that is completed each year. Dosages and complete protocols are in the standing orders. The school physician provides a protocol for as-needed oral Benadryl and parenteral epinephrine to be administered in the event of a life-threatening allergic reaction.

All other over-the-counter medication will be considered as prescription medication, and will require the original labeled container, licensed provider's order, and parent consent.

3. **Narcotics** will not be kept or administered in school, except under special circumstances.

4. **Investigational New Drugs** The pharmacy labeled container, licensed prescriber's order, and parent consent are required. If there is a question, the school nurse may seek consultation and/or approval from the school physician to administer the medication in the school setting.

5. **Herbal Medication** It is the policy of the Ashland School Health Services not to administer non-FDA approved preparations.
6. **Self Administration** Students are not allowed to carry medication on their person. However, the school nurse may permit self-medication of inhalers, EpiPen, throat lozenges, or Lactaid if the following requirements are met:
 - a. The student, school nurse, and parent/guardian where appropriate, enter into an agreement specifying the conditions under which medication may be self-administered.
 - b. The nurse develops a medication administration plan for safe self-administration, to include back-up supply, storage, monitoring, and documentation.
 - c. The nurse evaluates the health status and ability of the student and deems self-administration is appropriate. The school nurse shall observe the initial self-administration of an inhaler. The student demonstrates the knowledge of EpiPen use. The student understands the appropriate use of Lactaid or throat lozenges.
 - d. Documentation needed includes: plan with the student, parent permission, and licensed prescriber's order to self-administer (if requested by the school nurse).
 - e. Parent and student permission to notify school staff of self-administration shall be obtained.
 - f. If the student does not comply with the agreement, the nurse may cancel the agreement, notifying all those involved.
7. **Field Trips** The school nurse should be advised when a field trip is scheduled in order to make arrangements for proper dispensing of medications. The school nurse may delegate medication administration to another responsible adult. Written consent from the parent/guardian for the named responsible adult shall be obtained, and the nurse shall instruct that adult how to administer the medication to the child.

DOCUMENTATION

Each school shall maintain a medication administration record of prescription medication administered during school hours. This record shall include:

1. Medication Administration (computerized health record)
2. Medication Administration Plan
3. Licensed prescriber's order
4. Parent/Guardian consent
5. Individual Health Care Plan (as needed)
6. Massachusetts Health Record (electronic and paper)

All documentation shall be recorded in ink and shall not be altered. The completed medication administration record and records pertinent to self-administration shall be filed in the student's cumulative health record (electronic and paper).

MEDICATION ERRORS In the event of a medication error, the school nurse shall notify the parent or guardian immediately and document the effort to reach the parent. Medication errors shall be documented by the school nurse on an accident/incident report form. These forms shall be retained in the Nurse Leader's office and made available to the Department of Public Health upon request. All suspected diversion or tampering of drugs shall be reported to 1) Department of Public Health Division of Food and Drugs, 2) Superintendent of Ashland Public Schools, 3) Nurse Leader, 4) Principal, and 5) Ashland Police Department.

STORAGE OF MEDICATIONS

All prescription medications to be administered by the school nurse shall be kept in a securely locked cabinet used exclusively for medications. Key to the medicine cabinet will be carried by the school nurse.

A parent, guardian, or designated adult shall deliver all medications to the school nurse, in a pharmacy or manufacturer labeled container. The school nurse will document the quantity of the medication delivered, and check expiration dates. Medications shall be stored in original containers and in such manner as to render them safe and effective.

No more than a thirty (30) school day supply of medication for a student shall be stored at the school.

Where possible, all unused, discontinued, or outdated medications shall be returned to the parent or guardian, and the return appropriately documented. Medications will be destroyed at the end of the school year if not retrieved by a parent.

MONITORING

The school nurse shall develop a procedure to insure the positive identification of a student receiving medication.

The school nurse shall communicate significant observations relating to medication effectiveness, adverse reactions, or other harmful effects to the child's parent guardian, or licensed prescriber.

In accordance with standard nursing practice, the school nurse may refuse to administer any medication which, based on her individual assessment and professional judgment, has the potential to be harmful, dangerous, or inappropriate. In these cases, the parent/guardian and licensed prescriber shall be notified immediately by the school nurse and reason for refusal explained.

The school nurse shall have a current pharmaceutical reference available for her use.

RESPONSE TO A MEDICATION EMERGENCY

As appropriate, response to a medication emergency might include: notify parent and/or licensed provider, call 911, perform CPR, notify Nurse Leader, principal, and Superintendent, or dispense emergency medication.

An accident/incident report should be completed. A list of school personnel certified in CPR within the individual school shall be kept on file with the school nurse.

RESOLUTION OF QUESTIONS BETWEEN SCHOOL AND PARENT REGARDING MEDICATION ADMINISTRATION

The school medication policy shall be available to parent/guardian upon request.

The school nurse or the parent/guardian may request a conference to resolve issues regarding the school administration of medications for a given student. This conference would include the parent/guardian, the school nurse, and any of the following as appropriate:

1. Licensed prescriber of the medication
2. Student
3. Nurse Leader
4. School physician
5. Building Administrator

File: JLCD - ADMINISTERING MEDICINES TO STUDENTS

Medication may not be administered to students while at school unless such medicine is given to them by the school nurse acting under specific written request of the parent or guardian and under the written directive of the student's personal physician (see below for exceptions). If a student has been approved for self-administration, a student who needs medication during the school day may be reminded to take the medicine by the school nurse or other individual designated by the school nurse in the student's medical administration plan. This provision only applies when the school nurse has a medical administration plan in place for the student. No one but the school nurse, and those others listed in the medical administration plan acting within the above restriction, may give any medication to any student.

Exceptions:

The school district shall, through the district nurse leader, register with the Dept. of Public Health and train personnel in the use of epinephrine auto-injectors.

The school district may, in conjunction with the School Physician and the School Nurse Leader, stock nasal naloxone (Narcan) and trained medical personnel and first responders may administer nasal naloxone to individuals experiencing a life threatening opiate overdose in a school setting.

If the school district wishes medical personnel to train non-medical staff in the administration of nasal naloxone, the School Committee shall vote to approve such training and the Superintendent shall ensure that medical personnel have a written protocol which complies with medical directives and regulations from the Dept. of Public Health.

Following consultation with the school nurse, students who fall into the following exceptions may self-administer medications:

1. Students with asthma or other respiratory diseases may possess and administer prescription inhalers.
2. Students with cystic fibrosis may possess and administer prescription enzyme supplements.
3. Students with diabetes may possess and administer glucose monitoring tests and insulin delivery systems.
4. Students with life threatening allergies may possess and administer epinephrine.

SOURCE: MASC March 2016

LEGAL REF.: M.G.L. 71:54B Dept. of Public Health Regulations: 105 CMR 210.00; 244 CMR 3.00

ADOPTED: 13 APRIL 2016

REVISED: 9 NOVEMBER 2016