

Administration of Medication to Students

Parents/guardians have the primary responsibility for the health of their children. Although the District strongly recommends that medication be given in the home, it realizes that the health of some children requires that they receive medication while in school.

Student health records shall be confidential and maintained in accordance with state and federal laws and regulations, the Pennsylvania Department of Health guidelines, and Board Policy.

Definitions

For purposes of this Policy and the accompanying Administrative Regulation:

Medication shall include all medicines prescribed by a licensed healthcare provider, any over-the-counter medication, and all research/investigational medicines/substances.

Licensed healthcare providers means any person licensed to administer medication which, pursuant to current law are:

- (1) A licensed physician, licensed dentist, certified physician's assistant, registered nurse or licensed practical nurse.
- (2) A graduate of an approved nursing program functioning under the direct supervision of a professional nurse who is present in the facility.
- (3) A student nurse of an approved nursing program functioning under the direct supervision of a member of the nursing school faculty who is present in the facility.
- (4) A staff person who meets the criteria in 55 Pa. Code §2380.128 (relating to medication administration training), for the administration of oral, topical and eye and ear drop prescription medications and insulin injections.

Asthma inhaler shall mean a prescribed device used for self-administration of short-acting, metered doses of prescribed medication to treat an acute asthma attack.

Epinephrine auto-injector shall mean a prescribed disposable drug delivery system designed for the self-administration of epinephrine to provide rapid first aid for persons suffering the effects of anaphylaxis.

Self-administration shall mean a student's pre-approved (by the District) administration of medication in accordance with a prescription or written instructions from a physician, certified registered nurse practitioner or physician assistant.

Responsible personnel shall mean a Certified School Nurse or other supplemental school nurse staff (i.e. a registered nurse or a licensed practical nurse), employed by the District directly or as an independent contractor.

Request from Parent/Guardian for School to Administer Medication:

When medication must be administered to a student during school, at any school-sponsored activity, or on a conveyance providing transportation to or from a school or school-sponsored activity, the following procedures will be followed:

1. The student's parent/guardian and the student's licensed healthcare practitioner shall complete and return the District's designated form, which must be renewed each school year. The District will not administer medication if the parent/guardian fails to provide this information on such a form. The District may require that the parent/guardian give written consent for school staff to confer with the licensed healthcare practitioner regarding the administration of the medication.
2. The student's parent/guardian must provide all medication in the original bottle or package directly to the Responsible personnel. Medication in packaging or bottles from which pharmacists' instructions or manufacturers' labeling has been removed will not be accepted.
3. A parent/guardian or a responsible adult designated by the parent/guardian should deliver all medications to the Responsible personnel's office.
4. Unless otherwise provided in writing, students will be responsible for reporting to the Responsible personnel's office at the time medications are to be given. If a student fails to report at the designated time, reasonable efforts should be made to locate and remind the student to take their medication.
5. All medication is to be stored in a locked cabinet or closet and accessible to only Responsible personnel. Emergency medication for anaphylaxis, as well as emergency medication to be administered to an individual believed or suspected to be experiencing an opioid overdose may be stored in an unlocked, but secure location.
6. The initial dose of a new medication shall not be administered during school, at any school-sponsored activity, or on a conveyance providing transportation to or from a school or school-sponsored activity except in life threatening situations.
7. For a student who, because of a special medical condition, must carry medication on their person, the student's parent/guardian shall provide a physician's recommendation evidencing this need, and give consent for the school staff to confer with the physician regarding this medication condition. The Responsible personnel will provide written approval for a student to carry medication on their person in the event of a bona fide request.
8. Medication will be administered in accordance with the guidelines promulgated by the Pennsylvania Department of Health regarding the administration of medication in schools.
9. Medications that are more than one (1) year old or contain an expiration date which has passed will not be administered.
10. A log will be maintained for students receiving medications during school, at any school-sponsored activity, or on a conveyance providing transportation to or from a school or school-sponsored activity. The Responsible personnel shall maintain a record of the name of the student to whom the medication may be administered, the prescribing physician, the dosage and time of medication, and notations of each instance of administration.

11. If a student refuses to take the medication, the refusal shall be charted, and the parent/guardian notified.
12. Medication variances, such as administration of incorrect medication, omitted doses, incorrect doses, incorrect time of administration, incorrect route of administration and/or incorrect technique in administration shall be documented. The Responsible personnel should also notify the parent(s)/guardian(s) and building principal. The Responsible personnel should notify the licensed prescriber if there is potential for harm to the student. The student should be assessed by the Responsible personnel for untoward effects.
13. To the extent consistent with the written consent provided by the student's parent/guardian and recommendation of the student's physician, or with a student's accommodation plan or service agreement or with a component of a student's IEP, medication will be provided on field trips if necessary.
14. The parent/guardian is responsible for maintaining the necessary supply of medication and any necessary medical equipment for administration. Parents/guardians must pick up medications by the end of the school year or upon the discontinuation of the administration of the medication, whichever is earlier. The Responsible personnel shall dispose of any medications left at the end of the school year.
15. If a student's parent/guardian provides prior written consent, the District will, in the professional opinion of the Responsible personnel, administer non-prescription pain relief medication and/or antacids to students during school, at any school-sponsored activity, or on a conveyance providing transportation to or from a school or school-sponsored activity to address minor discomfort or the onset of fever. The above referenced medications shall be administered consistent with the guidance promulgated by the Pennsylvania Department of Health regarding the administration of medication in schools.
16. No medications and/or supplies, even though they are identical, may be borrowed from one student's supply and given to another student.
17. The Responsible personnel has the right to refuse to administer any medication that, according to their professional judgment, is prescribed as too high of a dose or may be potentially harmful to a student. In this situation, the Responsible personnel will immediately contact the parent/guardian, building principal, Director of Safety and Student Services, the student's prescribing physician and the District's consulting physician. The recommendation of the District's consulting physician will be final.

Self-Administration of Medication by Students - Generally

All self-administration of medication shall be subject to the following conditions:

1. The medication, with the exception of emergency medications as described herein, will be stored in the Responsible personnel's office, unless otherwise authorized by Board Policy or applicable law.
2. All medication will be kept in a properly labeled container with the student's name.
3. Medications which must be carried by the student at all times require specific written instructions from a licensed medical provider and documentation that student has been instructed in its proper use.

4. The self-administration must otherwise in conformance with Board Policy, applicable Administrative Regulations, the guidance from the Pennsylvania Department of Health, and applicable law.

Unsupervised Self-Administration of Emergency Medication

Unsupervised self-administration of emergency medication refers to situations in which students carry their own medication and administer it to themselves, as ordered by their licensed prescriber and as authorized by their parent/guardian as well as by the District.

Students with diagnoses such as asthma and life-threatening allergies are good examples when unsupervised self-administration may be appropriate and necessary.

Before a student may self-administer emergency medication unsupervised at school, at any school-sponsored activity, or during the time spent traveling to and from school or school-sponsored activities, the following shall be obtained on file in the Responsible personnel's office:

1. A written request from the parent/guardian that the school comply with the order of the licensed physician, certified registered nurse practitioner or physician assistant.
2. A statement from the parent/guardian acknowledging that neither the District nor any District employee is responsible for ensuring the medication is taken and relieving the District and its employees of responsibility for the benefits or consequences of the prescribed medication when it is parent-authorized.
3. A written statement from a licensed physician, certified registered nurse practitioner or physician assistant that states:
 - a. Name of the drug.
 - b. Prescribed dosage.
 - c. Times medication is to be taken.
 - d. Length of time medication is prescribed.
 - e. Diagnosis or reason medication is needed, unless the reason should remain confidential.
 - f. Potential serious reaction or side effects of medication.
 - g. Emergency response.
 - h. If child is qualified and able to self-administer the medication.

The student shall be made aware that the asthma inhaler or epinephrine auto-injector is intended for their use only and may not be shared with other students. Students are prohibited from sharing, giving, selling, or using an asthma inhaler or epinephrine auto-injector in any manner other than which it is prescribed during school hours, at any time while on school property, at any school-sponsored activity, and during the time spent traveling to and from school or school-sponsored activities. Violations may result in loss of privileges to self-carry the asthma inhaler or epinephrine auto-injector and disciplinary action in accordance with Board Policy and any applicable student handbook or code of conduct.

The student shall notify the Responsible personnel immediately following each use of an asthma inhaler or epinephrine auto-injector. Violations may result in immediate confiscation of the asthma inhaler or epinephrine auto-injector and loss of privileges.

The District reserves the right to require a statement from the licensed physician, certified registered nurse practitioner or physician assistant for the continued use of a medication beyond the specified time period. Permission for possession and use of an asthma inhaler or epinephrine auto-injector by a student shall be effective for the school year for which it is granted and shall be renewed each subsequent school year.

A student whose parent/guardian completes the written requirements for the student to possess an asthma inhaler or epinephrine auto-injector and self-administer the prescribed medication in the school setting shall demonstrate to the Responsible personnel the capability for self-administration and responsible behavior in use of the medication.

To self-administer medication, the student must demonstrate to the satisfaction of the Responsible personnel the ability to:

1. Respond to and visually recognize their name.
2. Identify their medication.
3. Demonstrate the proper technique for self-administering medication.
4. Sign their medication sheet to acknowledge having taken the medication.
5. Demonstrate a cooperative attitude in all aspects of self-administration.

If the District denies a student's request to self-carry an asthma inhaler or epinephrine auto-injector or the student has lost the privilege of self-carrying an asthma inhaler or epinephrine auto-injector, the student's prescribed medication shall be appropriately stored at a location in close proximity to the student. The student's classroom teachers shall be informed where the medication is stored and the means to access the medication.

Special Procedures for Epinephrine Auto-injector – School Access to Emergency Epinephrine:

The District shall maintain in a safe, secure location a supply of epinephrine auto-injectors. In order to administer an epinephrine auto-injector in accordance with the below provisions, a District employee must successfully complete the designated training program developed by the Pennsylvania Department of Health.

For life threatening situations indicating incipient anaphylactic shock and/or severe asthma attack, District staff who have been properly trained shall be authorized to do the following, unless a student's parent/guardian has opted out in accordance with the below opt out provisions.

1. Provide an epinephrine auto-injector that meets the prescription on file for either the individual student or the District to a student who is authorized to self-administer an epinephrine auto-injector;
2. Administer to a student an epinephrine auto-injector that meets the prescription on file for either the individual student or the District; and

3. Administer an epinephrine auto-injector that meets the prescription on file for the District to a student that the employee in good faith believes to be having an anaphylactic reaction.

Epinephrine Auto-Injector Opt Out:

The Public School Code, Section 1414.2(g), allows parents/guardians to request an exemption to the administration of an epinephrine auto-injector for their child. In order to request this exemption, parents/guardians are to contact their child's school nurse to make an appointment to discuss this decision, review and sign the appropriate opt-out form.

Staff members are **not** authorized to administer or provide an epinephrine auto-injector as described above if the child's parent/guardian has opted their child out in accordance with the procedures contained herein.

Civil immunity shall apply to a person who administers an epinephrine auto-injector in accordance with the procedures contained herein.

Special Procedures for Diabetes Management:

A parent or guardian of a student with diabetes who desires that the student receive diabetes-related care and treatment in a school setting shall provide the Responsible personnel with written authorization for the care and instructions from the student's health care practitioner. The required authorizations may be submitted as part of a diabetes medical management plan. Diabetes-related care provided to students shall be consistent with the District's school health program and any accommodations outlined in a student's service agreement.

A parent/guardian of a student with diabetes who requests that the student possess and self-administer diabetes medication and operate monitoring equipment shall provide the following to the Responsible personnel:

1. A written statement from the student's health care practitioner that provides the name of the drug, the dose, the times when the medication is to be taken or the monitoring equipment to be used, the specified time period for which the medication or monitoring equipment is authorized to be used and the diagnosis or reason the medicine or monitoring equipment is needed. The student's health care practitioner shall indicate the potential of any serious reaction to the medication that may occur, as well as any necessary emergency response. The student's health care practitioner shall state whether the student is competent to self-administer the medication or monitoring equipment and whether the student is able to practice proper safety precautions for the handling and disposal of the medication and monitoring equipment.
2. A written request from the parent or guardian that the District comply with the instructions of the student's health care practitioner. The parent's request shall include a statement relieving the District and all District employees of any responsibility for the prescribed medication or monitoring equipment and acknowledging that the school entity bears no responsibility for ensuring that the medication is taken by the student and the monitoring equipment is used.
3. A written acknowledgment by the student that the student has received instruction from the student's health care practitioner on proper safety precautions for the handling and disposal of the medications and monitoring equipment. The written acknowledgment shall also contain a provision stating that the student will not allow other students to have access to the medication and monitoring equipment and that the student understands appropriate safeguards.

4. The Responsible personnel shall also prepare and retain a written acknowledgment/certification that the student has demonstrated that the student is capable of self-administration of the medication and use of the monitoring equipment.

The District reserves the right to revoke or restrict a student's privileges to possess and self-administer diabetes medication and operate monitoring equipment due to noncompliance with school rules and provisions of a student's service agreement, IEP or due to demonstrated unwillingness or inability of the student to safeguard the medication and monitoring equipment from access by other students.

A school entity that prohibits a student from possessing and self-administering diabetes medication and operating monitoring equipment shall ensure that the diabetes medication or monitoring equipment is appropriately stored in a readily accessible place in the school building attended by the student. The school entity shall notify the Responsible personnel and other identified school employees regarding the location of the diabetes medication and monitoring equipment and means to access them.

Special Procedures for Administration of Naloxone (Narcan) and Albuterol Sulfate Solution:

Naloxone (Narcan) shall be safely stored in the Responsible personnel's office in compliance with drug manufacturer's instructions. Naloxone (Narcan) shall be made readily accessible to District staff that have completed the required training to administer it in the event of suspected drug overdose.

The District shall take reasonable steps to notify students and their parents/guardians of this Policy and Administrative Regulation each school year. Such notification shall encourage students to immediately report suspected drug overdoses to school officials to ensure prompt intervention.

Responsible personnel may also administer Albuterol Sulfate Solution in accordance with applicable law.

School-Sponsored Events, Extracurricular Activities, Field Trips, and Overnight Student Trips:

Students with disabilities cannot be denied access to school-sponsored activities due to the needs for administration of medication. In the case of a school trip, the District may ask a parent/guardian to accompany their student but cannot require the parent to do so.

Considerations when planning for medication administration during school-sponsored programs and activities include but are not limited to:

- Assigning school health staff to be available;
- Utilizing a licensed person from the District's substitute list;
- Addressing with parents/guardians the possibility of obtaining from the licensed prescriber a temporary order to change the time of dose;
- Contracting with a credible agency which provides temporary nursing services;
- Utilizing licensed volunteers via formal agreement that delineates responsibilities of both the school and the individual.
- Asking parent/guardian or a designated adult (non-employee) to accompany the child on the field trip to administer the medication.
- Allowing for situations in which students are authorized to both carry their own emergency medication and to also self-administer such medication unsupervised.

Automatic External Defibrillators (AED's)

The District shall ensure that for schools which possess an AED, two (2) or more persons assigned to the location where the AED is primarily housed are trained as described below:

1. School personnel who are expected to use the AED shall complete training in cardiopulmonary resuscitation and in the use of an automatic external defibrillator provided by the American Heart Association, the American Red Cross or through an equivalent course of instruction approved by the Department of Health.

Sun Protection for Students

Notwithstanding any provision to the contrary in this or any other applicable Board Policy, students shall be permitted, during school hours, at school-sponsored activities, and while under the supervision of school personnel to possess, apply, or use a nonaerosol topical sunscreen product without a physician's note or prescription if:

1. The nonaerosol topical sunscreen product is approved by the Food and Drug Administration for over-the-counter use for the purpose of limiting ultraviolet light-induced skin damage.
2. The parent/guardian of the student submits the appropriate form (developed by the Pennsylvania Department of Education) to the Responsible personnel which attests to the following:
 - a. The District is not responsible for ensuring that the nonaerosol topical sunscreen product is applied by the student.
 - b. The student has demonstrated to the parent/guardian that the student is capable of self-applying the nonaerosol topical sunscreen product.
3. The student submits the appropriate form (developed by the Pennsylvania Department of Education) to the Responsible personnel which attests to the following:
 - a. The student knows the proper method of self-applying the nonaerosol topical sunscreen product.
 - b. The student knows the proper safety precautions for the handling and disposal of the nonaerosol topical sunscreen product.

The District may revoke or restrict the possession, application or use of a nonaerosol topical sunscreen product by a student if any of the following occurs:

1. The student fails to comply with school rules concerning the possession, application or use of the nonaerosol topical sunscreen product.
2. The student shows an unwillingness or inability to safeguard the nonaerosol topical sunscreen product from access by other students.

If the District revokes or restricts the possession, application or use of a nonaerosol topical sunscreen product by a student, the District shall provide written notice of the revocation or restriction to the student's parent/guardian.

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