

PROCEDURES FOR ADMINISTRATION OF MEDICATIONS AT SCHOOL

Administration of medications in the school setting is an important part of the health service offered to students. Offering this service allows many students to remain in school and participate fully in the educational process. The medications administered in schools may include:

- regular daily medications prescribed for students with acute or chronic health conditions
- emergency medications, such as those prescribed for allergic reactions, asthma, seizures and complications of diabetes
- medications prescribed on an "as needed" basis for pain or other mild symptoms (over-the-counter or prescription medications)

General Guidelines:

1. Medication administration at school is discouraged unless medically necessary for the student's health, safety and optimal learning.
2. Whenever possible, medications should be given at home, before or after school.
3. The first dose of a new medication must be administered at home where parents can monitor potential side effects and adverse reactions.
4. The school nurse will provide direction and oversight for the administration of medication in the school.
5. It is the school nurse's responsibility to clarify any medication order, which she believes to be inappropriate or ambiguous. The school nurse has the right and responsibility to decline to administer a medication if she believes it jeopardizes student safety. In this case, the school nurse will notify the parent, the student's health care provider and the school administrator.
6. All unlicensed school personnel who administer medication must be appropriately trained before receiving authorization to do so. Training will include procedure/protocols for administering medications, common side effects, signs and symptoms of adverse effects, and responding to emergencies. Medication trained school employees will receive periodic updates and an annual refresher.
7. Before a medication is administered to a student there must be:
 - a. A current written permission from the parent/guardian for any medication, including cough drops and lotions administered to a student.

- b. A school medication permission form will need to be completed for each student medication. This form will also include permission for the school nurse to contact and obtain needed information from the healthcare provider. The healthcare provider will be contacted whenever questions or concerns arise about specific information or training necessary to administer, monitor or evaluate.
 - c. A current written order from the prescribing health care provider for any prescription medication administered at school. The order must include the student's name, the name of the medication, the dose, the route of administration, time intervals to be given, any special instructions, and the name of the prescribing licensed health care provider. A medication label that provides sufficient information may be used in lieu of a written order unless the medication is to be administered for more than 15 consecutive days.
 - d. Written parental permission forms and physician orders must be renewed at least annually. Physician orders must be renewed if there are changes in the order.
- 8. The parent/guardian assumes responsibility for informing the school principal, nurse or designee of any change in the student's health and medication needs.
 - 9. Parents must update consent forms for any changes in medication dosage and/or frequency, and the parent should request a new label from the pharmacy indicating changes.
 - 10. Medications must be received in a pharmacy or manufacturer-labeled container. The parent is encouraged to ask the pharmacist to divide the required prescription medication into two labeled containers, one for home use and one for school use.
 - 11. Medications classified as scheduled or controlled substances (i.e. Ritalin), must be delivered by a parent/guardian or responsible adult designated by the parent to a medication trained school employee. No more than a one month (20-day) supply of the medication will be stored at school. The school nurse or medication trained school employee who is receiving the medication from a parent/guardian will document the quantity received. That person and the parent should agree and sign for the quantity delivered. Medications must be accompanied by parental written permission.
 - 12. Injectable medication (i.e., EpiPens, Insulin & Glucagon) not to be self-administered by the student must also be delivered by the parent/guardian or responsible adult designated by the parent to a medication trained school employee. Medications must be accompanied by parental written permission.
 - 13. Prescription medications and over the counter medications should ideally be delivered by the parent/guardian or responsible adult designated by the parent to a medication trained school employee. In extenuating circumstances, the medication may be delivered by the student with advance notification by the parent. Medications must be accompanied by parental written permission.

14. For over the counter medications, a parent/guardian or responsible adult designated by the parent should ideally deliver all medications to a medication trained school employee. In extenuating circumstances, the medication may be delivered by the student with advance notification by the parent. Medications must be accompanied by parental written permission.
15. Students may possess and self-administer emergency medication of an inhaled asthma medication or an epinephrine auto-injector under the following conditions:
 - a. Written approval is received from the student's health care provider stating that the student has the knowledge and skills to safely possess and use an inhaled asthma medication or an epinephrine auto-injector.
 - b. Written approval is received from the parent indicating that his/her child may carry and self-administer the medication.
 - c. The student demonstrates to the school nurse their ability to properly and responsibly carry and use the inhaled asthma medication or epinephrine auto-injector.
16. Medications that are out of date or have been discontinued should be picked up by the parent/guardian. All medications should be picked up at the end of each school year. Parental notifications will be sent home at these times.
17. When medication is not picked up after parental notification, they will be destroyed by the school nurse and that process should be documented. The destruction of a controlled substance will be witnessed and documented.
18. To maintain access to life-sustaining medication treatment in the event of a situation/disaster causing a school evacuation, the medication trained school employee/principal will make every effort to take the emergency medication pack from the medication storage which may include glucagon, frosting, Epi-Pen and juice pack.

Confidentiality:

M.S.A.D. #72 must comply with the Family Educational Rights and Privacy Act (FERPA), which specifies when student health information may be shared and when it may not.

FERPA protects the confidentiality of student health information. Student health information must be kept private except for situations "where disclosure serves a compelling purpose", is required by law or when parental permission is obtained.

Legal Reference: 20-A M.R.S.A. §§ 254(5); 4009(4); 4502 (5)(N); 6305
Me. Dept. of Ed. Rule Ch. 40 (2016)
21 USC §801 et. seq. (Controlled Substances Act)
28 C.F.R. Part 35 (Americans with Disabilities Act of 1990)
34 C.F.R. Part 104 (Section 504 of the Rehabilitation Act of 1973)
34 C.F.R. Part 300 (Individuals with Disabilities Education Act)

Cross Reference: JLCD: Administration of Medication to Students
JLCD-E: Medication Administration on School Field Trips
(Me. DOE)
JLCDA: Student Use of Medical Marijuana in Schools

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