

Shrewsbury Public Schools
Department of School Nursing
Protocols for the Administration of Medication in School

Prescription or nonprescription medications required by a student should be administered at home by a parent whenever possible. Families should use every effort to have medication times set for time periods other than school hours. When this is not possible, a Shrewsbury Public School Nurse may assist in the administration of medication during school hours, subject to the following protocols in accordance with Massachusetts Department of Public Health [105 CMR 210.000](#).

MEDICATION ORDERS

The school nurse shall ensure that there is a proper [medication order](#) from a licensed prescriber which is renewed at the beginning of each academic year or sooner if necessary. No medications will be administered without the required components of the medication order. Only a school nurse shall receive a telephone order or an order for any change in medication, dosage, timing, or discontinuation date, from the licensed prescriber. Any such verbal order must be followed by a written order within 3 days.

In accordance with standard medical practice, a medication order from a licensed prescriber shall contain:

- The student's name and birth date
- The printed name and signature of the licensed prescriber
- Telephone number and address of the licensed prescriber
- The name of the medication
- The prescribed dosage and route of medication
- The time and frequency of medication administration
- A diagnosis and any other medical condition(s) requiring medication if not a violation of confidentiality or if not contrary to the request of a parent, guardian or student to keep confidential
- The start date of the order and discontinuation date
- Any possible significant side effects or precautions
- Any other medications being taken by the student
- Specific directions for administration
- Date of next scheduled appointment, if known
- Any known allergies to medications

It is the family's responsibility to notify the school nurse of any changes to the student's medication. All changes must be accompanied by a physician's order as well as updated directions for administration. Families must provide a revised pharmacy labeled container.

Parental Request/Consent – The school nurse will verify that the parent/guardian has completed the [Parent/Guardian Medication Authorization Form](#) before medication may be administered to the student. This form shall include:

- Parent/guardian's printed name, signature and an emergency phone number;
- a list of all medications the student is currently receiving, if not a violation of confidentiality or contrary to the request of the parent, guardian or student that such medications not be documented;
- approval to have the school nurse or school personnel designated by the school nurse administer the medication; and
- persons to be notified in case of a medication emergency, in addition to the parent or guardian and licensed prescriber.

Students who may receive medication without written parental consent include:

- Students who are 18 years of age or older
- Students who are legally emancipated minors

- Students who have consented to treatment under [MGL c. 112, s.12F](#) or other authority permitting a student to consent to medical treatment without parental permission

SPECIAL MEDICATION SITUATIONS

- For short-term prescription medications (10 days or less), the pharmacy labeled container may be used in lieu of a licensed prescriber's order, at the discretion of the school nurse. The [Parent/Guardian Medication Authorization](#) form must be completed. If the nurse has a question, they may require a licensed prescriber's order.
- Narcotic medications will not be stored or administered in school. Any student requiring narcotics should remain at home. *Narcotics alter consciousness and when they are necessary, a student should remain at home.*
 - **EXCEPTION:** Those students whose chronic illness requires narcotic medication be given during the school day as prescribed by the treating physician. Such situations will be evaluated on an individual basis and require approval of the Director of School Nursing.
- Homeopathic medicines, herbal medicines, and/or dietary supplements (e.g., vitamins, minerals, herbs, amino acids) may **only** be administered in school if the substance meets the definition of a drug under 105 CMR 700.001: Drug means: (1) substances recognized as drugs in the official United States Pharmacopoeia, official Homeopathic Pharmacopoeia of the United States, or official National Formulary or any supplement to any of them." Additionally, there must be an order from [an authorized prescriber](#) with the minimum required elements of a prescription, as well as parental consent on file. If the order does not exist, the parent may be allowed to come to the school to administer the treatment to their child. They must be in a pharmacy labeled or manufacturer's container for dispensing. If there is a question, the school nurse may seek consultation from the school physician before granting the request to administer a non-FDA approved medication in the school setting.
- Investigational new drugs (IND) includes any medication with an approved IND application on file with the Food and Drug Administration (FDA), which is being scientifically tested and clinically evaluated to determine its efficacy, safety, and side effects, but which has not yet received FDA approval. IND may be administered in the school setting with: (1) a written order by a licensed prescriber, (2) written consent of parent/guardian, and (3) a pharmacy-labeled container for dispensing. If there is a question, the School Nurse may seek consultation and/or approval from the School Physician to administer IND in a school setting.

MEDICATION ADMINISTRATION

The school nurse, 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 their preferences respected to the maximum extent possible. In Massachusetts, students 18 years of age or older are considered adults and parental/guardian involvement is not required. The school nurse shall assess the child's health status and develop a medication administration plan, which incorporates:

- the information contained in the medication order from a licensed prescriber,
- the information contained in the parent/guardian authorization form,
- required storage conditions,
- Designation of unlicensed school personnel, if any, who will administer the medication on a regular basis (designation of personnel for administration on field trips will be determined if/when needed and discussed with the parent/guardian),
- plan, if any, for self-administration plan,
- plan for monitoring of medication effects if needed.

The school nurse shall:

- Ensure the 5 R's of administration – **Right person, Right medication, Right dose, Right route, Right time.**

- Monitor and if indicated, communicate significant observations regarding the medication's effectiveness, adverse reactions or other effects to the child's parent/guardian and/or licensed prescriber.
- Have current pharmaceutical references for their use.

Potential for Harm: There may be circumstances where the school nurse determines that administration of a medication presents a potential for harm. The school nurse may refuse to administer these medications per [105 CMR 210.005 \(H\)](#): In accordance with standard nursing practice, the school nurse may refuse to administer or allow to be administered any prescription medication which, based on their 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.

SELF-ADMINISTRATION OF MEDICATIONS

Per [105 CMR 210.006](#), "Self-administration" means that the student is able to safely and responsibly consume or apply medication in the manner directed by the licensed prescriber, without additional assistance, direction, or supervision. These medications are limited to Epi-Pens, inhalers, enzymes, diabetes treatments, and lactase dietary supplements.

A student may be responsible for taking his/her own medication after the school nurse has determined that the following conditions are met:

- The student, school nurse, and parent/guardian, where appropriate, enter into an [agreement](#), which specifies the conditions under which medication may be self-administered.
- The student's health status and abilities have been evaluated by the school nurse who then deems self-administration safe and appropriate. As necessary, the school nurse shall observe the initial self-administration of the medication.
- The school nurse is reasonably assured that the student is able to identify the appropriate medication and knows the frequency and time of day for which the medication is ordered.
- The licensed prescriber must complete a medication authorization form
- There is written authorization from the student's parent/guardian that the student may self-medicate, unless the student has consented to treatment under MGL.c.112, s12F or other authority permitting the student to consent to medical treatment without parental permission.
- The student's self-administration is monitored based on his/her abilities, needs and health status.
- The school nurse may monitor the student's self-administration on an as needed basis, according to his/her abilities, needs and health status.
- With parental/guardian and student permission, as appropriate, the school nurse may inform appropriate teachers and administrators that the student is self-administering medication.
- If the nurse deems that the student is unable to appropriately and safely self-administer the medication, the nurse will inform the parent/guardian and licensed prescriber. Medication administration will then be done by the school nurse.

DELEGATION OF MEDICATION ADMINISTRATION

The Shrewsbury School District is approved and registered with the Massachusetts Department of Public Health, which permits the delegation of prescription medications to unlicensed, properly trained adults for students on field trips and short term school events, when a school nurse is not available.

- The school nurse shall have the final decision-making authority with respect to delegation of medication administration. Decisions will be based on the school nurse's assessment of the student's needs, the medication to be administered, and the situation that requires delegation (i.e.: field study or other activity during the school day when the school nurse is not present).
- The parent/guardian of the student will be contacted to discuss when and to whom a medication will be delegated. Parent/guardian must be aware of and consent to the delegation plan.

- The school nurse will provide annual training and information to staff being delegated to, with a training review available prior to administration.
- A school nurse will be on duty in the school while medication is being administered by designated unlicensed personnel, and available by telephone if consultation is required.

ADMINISTRATION OF EPINEPHRINE BY AUTO-INJECTOR BY TRAINED NON-LICENSED PERSONNEL

Shrewsbury Public Schools are registered with the Massachusetts Department of Public health and approved to train unlicensed personnel to administer epinephrine by auto-injector to individuals with diagnosed life-threatening allergies.

- School personnel are trained and tested annually, in accordance with standards and curriculum established by the Department.
- The training includes procedures for risk reduction, recognition of anaphylaxis, the need to follow a medication administration plan, proper use of an auto-injector, the need to call 911 and activate EMS for transport for follow up care, and notification of parent/guardian.

HANDLING, STORAGE AND DISPOSAL OF MEDICATIONS

- A parent/guardian or designated adult should deliver any medication to school, including over-the-counter to be administered by school personnel or to be taken by self-medicating students, to the school nurse or other responsible person designated by the school nurse.
- The medication must be in the original, current pharmacy or manufacturer's labeled container. ***Staff will neither accept nor administer medication delivered in any other form.***
- The school nurse shall verify and document the quantity of medication received and have the parent/guardian co-sign. If a parent/guardian is not available, a school employee shall co-sign as a witness.
- Parents/guardians shall provide **no more than a thirty school day supply** of a medication.
- All medications shall be stored in their original pharmacy or manufacturer's labeled containers and in such a manner as to render them safe and effective. Expiration dates shall be checked regularly.
- All medications* to be administered by school personnel shall be kept in a securely locked cabinet used exclusively for medications, which is kept locked except when opened to obtain medications. The cabinet shall be substantially constructed and anchored securely to a solid surface. Medications requiring refrigeration shall be stored in either a locked box in a refrigerator or in a locked refrigerator maintained at temperatures of 38 to 42 degrees Fahrenheit.
- *Epinephrine auto-injectors or nasal spray, naloxone, inhalers and diabetes supplies, shall be kept in a secure, unlocked location.
- Access to stored medications shall be limited to persons authorized to administer medications and to self-medicating students. Access to keys and knowledge of the location of keys shall be restricted to the maximum extent possible. Students who are self-medicating shall not have access to other students' medications.
- Parents/guardians may retrieve medications from school at any time.
- All unused, discontinued or outdated medications shall be picked up by a parent/guardian and the return appropriately documented by the school nurse. When parent/guardian retrieval is not possible, medications that are left at the end of the school year will be disposed of by the school nurse in accordance with any applicable policies of the DPH. Access to medications shall be limited to persons authorized to administer medications. Students may not have access to other students' medications. Access to keys and knowledge of the location of keys shall be restricted to the maximum extent possible.

DOCUMENTATION AND RECORD-KEEPING

Original copies of medication orders, medication administration plan and parent/guardian authorization form are filed in the student health record. The daily medication administration log is maintained as part of the electronic health record.

Shrewsbury Public Schools comply with the Department of Public Health's reporting requirements for medication administration in schools.

The Department of Public Health may inspect any individual student medication record or record relating to the administration or storage of medications without prior notice to ensure compliance with the Regulations Governing the Administration of Prescription Medications in Public and Private Schools.

STANDING ORDERS

Standing Orders for commonly used over-the-counter medications (e.g., acetaminophen, ibuprofen, throat lozenges, antibiotic cream, etc) and emergency medications (e.g., epinephrine auto-injector) are provided on an annual basis by the school physician in collaboration with the Director of School Nursing. Parents must complete an electronic form in order to authorize use of the medications.

Before administering any of these medications, the school nurse must:

- Verify that the parent/guardian has signed consent for these medications.
- Perform the indicated assessment and dosing guidelines of the standing order for that medication.

REPORTING AND DOCUMENTATION of MEDICATION ERRORS

A medication error includes any failure to administer medication as prescribed for a particular student, including failure to administer the medication within appropriate time frames, in the correct dosage, in accordance with accepted practice and to the correct student. In the event of a medication error:

- The school nurse shall notify the parent/guardian immediately.
- The school nurse shall document the effort to reach the parent/guardian.
- If there is a question of potential harm to the student, the nurse shall also notify the student's licensed prescriber or the school physician.
- Nurse Leader shall be notified.
- The school nurse shall document medication errors on the Medication Incident Report form. These report forms shall be retained in the student's health record. They shall be made available to the Department of Public Health upon request.
- All medication errors resulting in serious illness requiring medical care shall be reported to the Department of Public Health, Bureau of Family & Community Health, School Health Unit.
- All suspected diversion or tampering of drugs shall be reported to the Department of Public Health, Division of Food and Drugs.
- The Director of School Nursing shall review reports of medication errors and take necessary steps to ensure appropriate medication administration in the future.

RESPONSE TO MEDICATION EMERGENCIES

Any reaction or condition related to administration of medication which poses an immediate threat to the health or well being of the student shall be treated as a medical emergency.

- 911 shall be used to activate Emergency Medical Services.
- The parent/guardian shall be notified and arrangements made to meet the child at the hospital.
- If the parent/guardian cannot be reached or would be delayed reaching the hospital, a responsible adult from the school who is known to the student will accompany the student to the hospital.

- A current list of school personnel certified in CPR shall be maintained in each school.

DISSEMINATION OF INFORMATION TO PARENTS/GUARDIANS REGARDING ADMINISTRATION OF MEDICATION

- The complete policies and procedures for school administration of medication shall be available to parents upon request. In addition, an abbreviated current medication policy shall be included in the Parent/Student Handbook.

FIELD TRIPS

- A teacher should advise the school nurse as soon as a field trip is approved in order to make arrangements for proper dispensing of medications. A minimum of 2 weeks notice is required; additional notice will help to assure a nurse is available if required to attend the trip.
- The Massachusetts Department of Public Health grants registration to the Shrewsbury Public Schools for delegation of prescription medication to the teacher/administrator on field trips and short-term special school events.
- A Registered Nurse will accompany field trips, if the medical/medication requirements of that student cannot be met by delegation. If a nurse is required and no nurse is available to attend, nor the parent/guardian can attend to administer medication, the trip will be rescheduled to a time when nurse or parent/guardian coverage is available.
- Students who have been determined to be able to self-administer medications may carry emergency medication on his/her person if the parent/guardian has indicated on the Parent/Guardian Medication Authorization Form that the student has been fully instructed and is capable of self-administration.
- For field trips that require overnight travel, the parent and student must agree to the terms below and complete the [Procedure for Administration of Medication on Overnight Trips](#) form in order for the student to carry and self administer medications. The school nurse must agree that the student is capable of self administration.
 - All medication(s) must be in a labeled container (prescription bottle, original packaging)
 - The student should bring with him/her only the number of doses required for the trip
 - The first dose of a new medication should not be taken on the trip as unknown side effects may occur
 - Any student who requires an epinephrine auto-injector for allergies (EpiPen, AuviQ, etc) must be able to self-administer the medication and must carry the medication with them at all times during the trip (should not be packed in a bag and left on the bus or in the hotel)
 - The student must not share any medication with any other student