

ADMINISTRATIVE REGULATION JLCD-R

ADMINISTERING MEDICINES TO STUDENTS

- 1:0** The Fairhaven School Committee has enacted the following policy and procedures to ensure the proper use of and dispensing of prescription medication to students in the Fairhaven Public Schools. Parents are expected to support the schools in requiring that students observe the following conditions:
- 2:0 CONDITIONS AND PROCEDURES**
- 2:1 No student shall self-administer any type of medication or narcotic in, or on, school property at any time, with the exception of epi pens for allergic reactions, inhalers as directed by the physician, or in special cases where so directed by the physician and following the self administration protocol. (See Page 2 – Self Administration of Medications Protocol)
- 2:2 No school employee shall dispense medication, except the School Nurse. (NOTE: This prohibition includes aspirin.)
- 2:3 Prescription medicines and controlled substances may be taken only under the direction of a School Nurse and subject to the following regulations:
- 2:3.1 Students, for whom medication has been prescribed, and who must take medication during the school day, shall report to the Nurse before school with medication to be taken, in an original prescription bottle with instructions, generic name of medication, student's name, and doctor, together with a note from the parent or guardian stating the reasons for the medication and requesting that the school provide the opportunity for taking the medication as prescribed. If a parent or guardian cannot bring in the medication, he/she may designate another adult to do so but must notify the school nurse of the name of the adult bringing in the medication and the amount of medication being brought into school.
- 2:3.2 The nurse in the presence of the parent or guardian will count the number of pills and have the parent sign off indicating agreement. In the absence of the nurse, the count can be made by the principal or his/her designee.
- 2:3.3 If the Nurse has any questions, the Nurse may call the parent and request written instructions from the prescribing doctor.
- 2:3.4 The Nurse will keep medication locked up in the health room or principal's office area and will see that medication is made available to the student at the proper time.
- 2:3.5 In case of a Nurse being unavailable because of an emergency or other absence, another nurse will cover. In the absence of the school nurse, secretaries may apply first aid to a student but will not be required to administer any medication prescribed by a physician.
- 2:4 Aspirin or Tylenol shall be dispensed only upon written authorization by a parent or guardian filed in the student's health folder; or upon verbal authorization in each instance, if standing authorization by the parent is not provided. This verbal authorization shall be logged.
- 2:5 The above regulations are to be considered exclusive of psychotropic drugs used in the treatment of emotional disease. Such drugs shall be dispensed only in accordance with the regulations promulgated by the Department of Public Health under the provisions of Chapter 71, Section 54B.

SELF ADMINISTRATION OF MEDICATIONS PROTOCOL

“Self administration” means that the student is able to consume or apply medication in the manner directed by the licensed prescriber, without additional assistance or direction.

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

- A. The student, school nurse and parent/guardian, where appropriate, enter into an agreement which specified the conditions under which medication may be self administered;
- B. The school nurse, as appropriate, develops a medication administration plan which contains only those elements necessary to ensure safe self administration of medication;
- C. 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 initial self administration of the medication;
- D. The school nurse is reasonably assured that the student is able to identify the appropriate medication, knows the frequency and time of day for which the medication is ordered;
- E. There is written authorization from the student’s parent or guardian that the student may self medicate, unless the student has consented to treatment under M.G.L. c.112,s,12F or other authority permitting the student to consent to medical treatment without parental permission;
- F. If requested by the school nurse, the licensed prescriber provides a written order for self administration;
- G. The student follows a procedure for documentation of self administration of medication;
- H. The school nurse establishes a policy for the safe storage of self administered medication and, as necessary, consults with teachers, the student and parent/guardian, if appropriate, to determine a safe place for storing the medication for the individual student, while providing for accessibility if the student’s health needs require it. This information shall be included in the medication administration plan. In the case of an inhaler or other preventive or emergency medication, whenever possible, a backup supply of the medication shall be kept in the health room or a second readily available location;
- I. The student’s self administration is monitored based on his/her abilities and health status. Monitoring may include teaching the student the correct way of taking the medication, reminding the student to take the medication, visual observation to ensure compliance, recording that the medication was taken, and notifying the parent, guardian or licensed prescriber of any side effects, variation from the plan. Or the student’s refusal or failure to take the medication;
- J. With parental/guardian and student permission, as appropriate, the school nurse may inform appropriate teachers and administrators that the student is self administering a medication.

ADMINISTRATION OF MEDICATION ON FIELD TRIPS PROTOCOL

In cases where the school nurse or student's parent/guardian cannot attend a district-sponsored field trip, the school nurse may delegate responsibility for administration of medication to the teacher or another school employee accompanying the students on the field trip. In such cases, the procedure will be as follows:

1. The teacher shall notify the school nurse as soon as possible, but at least twenty-four hours prior, about any upcoming field trip to administer medication to a student in class.
2. The nurse shall determine whether, in her/his professional judgment, it is appropriate to delegate authority to another person to administer the medication.
3. If the nurse determines that delegation of authority to administer the medication is appropriate, the nurse shall notify the parent/guardian of the child requiring the medication. If the parent is not attending the field trip, the nurse shall explain to the parent the nurse's plan to delegate administration of the medication to the teacher or another school employee attending the field trip and to train that person in the proper administration of the medication. The nurse shall obtain the parent's consent to have her/his child receive medication from that person.
4. If the parent consents, the nurse shall train the teacher or other adult in the proper administration of the medication (e.g., that the teacher or other adult knows which student is to receive the medication, how to properly store the medication, which medication to give the student, when to give the medication, how to give the medication, and whether there are any side effects to watch for).
5. The nurse shall note in the student's health record that the training occurred and that the nurse, in her professional opinion, is reasonably assured that the teacher or other adult will be able to properly administer the medication.

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