

ISLESBORO CENTRAL SCHOOL

POLICY ON ADMINISTRATION OF MEDICATION TO STUDENTS

Although the Islesboro School Committee discourages the administration of medication to students during the school day when other options exist, it recognizes that in some instances a student's chronic or short-term illness, injury, or disabling condition may require administration of medication during the time. The school will not deny educational opportunities to students requiring the administration of medication in order that they are able to remain in school and participate in the educational programs.

The intent of this policy is to promote the safe administration of medications to students by school personnel and to provide for authorization of student emergency self-administration of medication from asthma inhalers and epinephrine pens if necessary. The Islesboro School Committee encourages collaboration between parents/guardians and the school in these efforts.

The Islesboro School Committee disclaims any and all responsibility for the diagnosis, prescription of treatment, and administration of medication for any student, and for any injury arising from a student's self-administration of medication.

DEFINITIONS

“Administration” means the providing of prescribed medication to a student according to the orders of a health provider. It may also mean the dispersal of over the counter pain or cold medication according to a parental request.

“Health care provider” means a medical/health practitioner who has a current license in the State of Maine with a scope of practice that includes prescribing medication.

“Medication” means prescribed drugs and medical devices that are controlled by the U.S. Food and Drug Administration and are ordered by a health provider. It includes over-the-counter medications prescribed through a standing order by the school physician or prescribed by the student's health care provider. It also refers to over the counter pain or cold medication requested to be given to the student by the parent.

“Parent” means the natural or adoptive parent, a guardian, or a person acting as a parent of a child with legal responsibility for the child's welfare.

“Self administration” is when the student administers medication independently to him/herself under the supervision of school personnel.

“Unlicensed school personnel” are persons who do not have a professional license that allows them, within the scope of that license, to administer medication.

ADMINISTRATION OF PRESCRIPTION MEDICATION AT SCHOOL

1. PARENTAL REQUEST

In the event that no reasonable alternative exists, the parent/guardian may request in writing that medication be administered to the student during the school day. The written request involves filling out a school provided form and having it completed by the appropriate medication professional. This form will include an acknowledgement and agreement that unlicensed personnel will administer the medication as per the health care provider's instructions. In addition, the request shall indicate that information regarding the student's medication may be shared with appropriate school personnel. Request shall be valid for the current school year only.

2. HEALTH CARE PROVIDER'S ORDERS

All parental requests to administer prescribed medication at school must be accompanied by a written order from the student's health care provider substantiating the fact that the administration of the medication during the school day is necessary for the student's health and attendance at school. Such order must include:

- A. The Student's name;**
- B. The name of the medication;**
- C. The dose;**
- D. Description of medication (e.g., tablets, liquid, drops); and**
- E. Time intervals for administration (e.g., every four hours, before meals);**
- F. Any special instructions;**
- G. The name and phone number of the prescribing health care provider.**

The school may ask for clarification of any medication order that it believes to be inappropriate or ambiguous. In accordance with Department of Education Rule Chapter 40-2(B), the school may decline to administer a medication if it believes such administration would jeopardize student safety. In this case, the school must notify the parent and the student's health care provider.

3. RENEWAL OF PARENT PERMISSION REQUEST FORMS AND HEALTH CARE PROVIDER ORDERS

Written parental permission request forms and health care provider orders must be renewed annually. Health care provider orders must be renewed whenever there are changes in the order.

4. DELIVERY AND STORAGE OF MEDICATION

The student's parent shall deliver any medication to be administered by the school personnel to the school in the original container. IN the event that personal delivery is not practical, the parent must contact the school to make alternative arrangements for someone other than the parent to deliver the medication.

No more than a 10 day supply of prescription medication shall be kept at school, excluding inhalers and epinephrine pens. The parent is responsible for the replenishment of medication kept at school.

If the health provider's order/prescription is for a medication regulated by the Federal Narcotics Act, no more than a (one week) supply shall be kept at school.

The parent is responsible for notifying the school of any changes in or discontinuance of a prescribed medication that is being administered to the student at school. The parent must remove any medication no longer required or that remains at the end of the school year.

The principal shall be responsible for developing and implementing procedures for the appropriate and secure storage of medications kept at school, and all medications shall be stored in accordance with the procedure.

5. RECORDKEEPING

School personnel and the student's parent shall account for all medication brought to school. The number of capsules, pills or tablets, and/or the volume of other medications brought to school shall be recorded.

The principal, or his designee, shall maintain a record including the parent's request, physicians order, details of the specific medications (including dosage and timing of medication) Much of this information is on the prescription label.

Records shall be retained according to the current State schedules pertaining to student health records.

6. CONFIDENTIALITY

To the extent legally permissible, staff members may be provided with such information regarding medication and its administration as may be in the best interest of the student.

7. ADMINISTRATION OF MEDICATION

Islesboro Central School does not employ a school nurse or other licensed medical personnel to disperse medication therefore it will utilize unlicensed personnel to perform this function. All unlicensed personnel (principals, teachers, education technicians, school secretaries, coaches, bus drivers, etc.) who administer medication must receive training before being authorized to do so.

Based upon the documentation of training and competency in the administration of medication, the Superintendent/Principal will authorize specific individuals to administer medication. These unlicensed personnel will receive appropriate training by a licensed medication professional for dispersal of medications to students.

ADMINISTRATION OF MEDICATION DURING OFF-CAMPUS FIELD TRIPS AND SCHOOL SPONSORED EVENTS

The school will accommodate students requiring administration of medication during field trips or school-sponsored events as follows:

The principal will determine whether an individual student's participation is hazardous or inappropriate due to the unstable/fragile nature of his/her health condition, the distance from emergency care that may be required, and/or other extraordinary circumstances. The student's parent and primary care provider will be consulted in making this determination. The decision will be made in compliance with applicable laws, including the IDEA, 504 and the American with Disabilities Act (ADA).

The parent must provide the appropriate number of doses needed for the duration of the field trip or school-sponsored event.

When there are no concerns about student participation, an appropriately trained staff member will be assigned to administer medication. The parent may be asked to accompany the student, if possible, to care for the student and administer medication. All provisions of this policy shall apply to medication to be administered during off-campus field trips and school-sponsored events. As practicable, the DOE's "Policy for Medication Administration on School Trips" will be followed.

STUDENT SELF-ADMINISTRATION OF ASTHMA INHALERS AND EPINEPHRINE PENS

Students with allergies or asthma may be authorized by the building principal, in consultation with medical personnel, to possess and self-administer emergency medication from an epinephrine pen (EpiPen) or asthma inhaler during the school day, during field trips, school-sponsored events, or while on a school bus. The student shall be authorized to possess and self-administer medication from an epinephrine pen or asthma inhaler if the following conditions have been met.

- A. The parent (or student, if 18 years of age or older) must request in writing authorization for the student to self-administer medication from an epinephrine pen or asthma inhaler.
- B. The student must have prior written approval of his/her primary health care provider and prior written approval of the legal guardian. The written notice from the student's primary care provider must specify the name and dosage of the

medication, frequency which it may be administered, and the circumstances that may warrant its use.

C. The student's parent/guardian must submit written verification to the school from the student's primary care provider confirming that the student has the knowledge and the skills to safely possess and use an epinephrine or asthma inhaler.

D. The parent will be informed that the school cannot accurately monitor the frequency and appropriateness of use when the student self-administers medication, and that the school unit will not be responsible for any injury arising from the student's self-medication.

E. "Written verification" will consist of the parent and physician completing a school provided form.

Authorization granted to a student to possess and self-administer medication from an epinephrine pen or asthma inhaler shall be valid for the current school year only and must be renewed annually.

A student's authorization to possess and self-administer medication from an epinephrine pen or asthma inhaler may be limited or revoked by the building principal after consultation with the student's parents if in the opinion of the school the student demonstrates inability to responsibly possess and self-administer such medication.

To the extent legally possible, staff members may be provided with such information regarding the student's medication and the student's self-medication as may be in the best interest of the student.

Sharing, borrowing, or distribution of medication is prohibited. The student's authorization to self-administer medication may be revoked and the student may be subject to disciplinary consequences for violation of this policy.

REQUIRED TRAINING OF UNLICENSED PERSONNEL TO ADMINISTER MEDICATION

Unlicensed school personnel who administer medication to students in a school setting (at school, on school transportation to and from school, on school field trips, or during school sponsored events) must be trained in the administration of medication before being authorized to carry out the responsibility.

Such training must be provided by a registered professional nurse or physician and include the components specified in Department of Education Rules Chapter 40 and other applicable Department of Education standards, recommendations, programs and/or methodologies.

The trainer shall document the training and competency of unlicensed school personnel to administer medication. Based upon a review of the documentation of training and competency in the administration of medication, the medical professional will make recommendation to the

Superintendent/Principal pertaining to authorization of such unlicensed personnel to administer medication.

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