

REGULATION

ANNE ARUNDEL COUNTY PUBLIC SCHOOLS

Related Entries: JCC, JEC, JECA, JECA-RA
Responsible Office: DIVISION OF STUDENT SUPPORT SERVICES

ADMINISTERING MEDICATION TO STUDENTS

A. PURPOSE

To clarify staff procedures related to the administration of medication brought to school by a student and to provide direction to staff in maintaining control of such medication.

B. BACKGROUND

Students are permitted to take medication at school during the school day or school-sponsored activities, whether on or off school property, when it is deemed medically necessary and only under the supervision of school personnel or school health services personnel. An approved medication authorization form shall be on file for each medication. Approved medication authorization forms include the *Parent Request to Administer Medication at School* and all Maryland State school *Medication Administration Authorization* and *Medication Management Authorization* forms. No medication may be accepted by school personnel or school health services personnel, or allowed to be self-administered under the supervision of health services or school personnel without the receipt of the appropriate medication authorization form completed by the student's parent(s)/guardian(s) and authorized prescriber in its entirety without deletion or alteration. The school system reserves the right to refuse to accept, administer, or supervise self-administration of any medication if these procedures are not followed.

C. DEFINITIONS

1. **Authorized Prescriber** – as defined in the of Maryland Health Occupations Article, any licensed dentist, licensed physician, licensed podiatrist, certified nurse midwife, or other individual authorized by law to prescribe drugs, medication, or devices.
2. **Medication** – includes all prescribed drugs. If an over-the-counter medication is prescribed by an authorized prescriber, it is considered a prescribed drug. Otherwise, over-the-counter medications may not be used in school.

D. PROCEDURES

General Guidelines

1. Students and parents/guardians shall be advised of school policy restricting medications at school or school-sponsored activities. They may be encouraged to evaluate individual situations and to explore alternative means, if possible, to having medication administered during school hours.
2. Students and parents/guardians shall be advised that medication may not be accepted by school personnel, school health services personnel, or allowed to be self-administered under the supervision of school personnel or school health services personnel without the receipt of the completed appropriate medication authorization form.
3. Orders for medications submitted by an authorized prescriber on a form other than an approved medication administration form shall be treated as a verbal order.
4. Verbal orders for medications to be administered at school may only be taken by a nurse from an authorized prescriber in accordance with Anne Arundel County Department of Health, School Health Services guidelines.
5. All forms pertaining to medication given in school shall be placed in the student's school health record.
6. Medication may not be administered until written parental permission is obtained.
7. Medication may not be accepted by school personnel or school health services personnel unless it is in an appropriate container. Prescription medication shall be labeled with the following information by a pharmacist :
 - a. Student's name;
 - b. Name of medication;
 - c. Authorized prescriber's name;
 - d. Dosage;
 - e. When and how to administer;
 - f. Date that pharmacist filled prescription; and
 - g. Expiration date of medication.

8. Over-the-counter medication shall be in the original, sealed container with the label intact. The student's name shall be put on the container in a position that does not obscure the manufacturer's label.
9. If the authorized prescriber determines that the student has an emergency medication and the student shall self-administer and carry the prescribed medication, the student's authorized prescriber shall complete the *Parent's Request to Administer Medication at School* form or other approved medication authorization form, indicating that "The student is able to self-administer and carry medication and has been trained in its use." The student's name shall be put on the container in a place that does not obscure the manufacturer's label.
10. In accordance with school health guidelines and State laws and regulations, the school nurse shall assess the student's ability to demonstrate the skill level necessary to ensure proper and effective use of the medication in school. If the school nurse determines that the student does not demonstrate the skills necessary to ensure proper and effective use of the medication in school, the school nurse shall inform the student's parent(s)/guardian(s) and the student's health care provider that the student may not self-carry.
11. Inventory of all medication shall be taken in accordance with school health guidelines and State laws and regulations.

Medication Authorization Forms

Medication authorization forms are vital to ensuring safe, effective handling of medication at school during the school day or school-sponsored activities including extended day and overnight trips.

1. An approved medication authorization form shall be used for all prescription and non-prescription medications. The form shall be completed by the authorized prescriber and signed by the parent(s)/guardian(s).
2. An electronic or faxed copy of the approved medication authorization form that is properly completed and signed may be accepted.
3. When the medication authorization form is completed, it shall be submitted to the school nurse for review.
4. All medication authorization forms shall be renewed each school year by completing and submitting a new medication authorization form.
5. If a parent(s)/guardian(s) discontinues or withdraws permission to administer

medication, the request shall be documented and the medication shall be discontinued. Follow-up with the authorized prescriber shall be at the discretion of the school nurse.

Managing Medication in the School Setting

1. Medication shall be kept in a locked cabinet, locked drawer, or locked box in a refrigerator, as appropriate.
2. Medication shall be picked up by parents/guardians at the end of the school year or it shall be disposed of in an appropriate manner.
3. Medication that is not picked up by the required date shall be disposed of in accordance with Anne Arundel County Department of Health school health services guidelines.

Administration of Medication

1. In accordance with school health guidelines and State law and regulations, administration of medication shall be performed by a school nurse or the school nurse's designee.
2. The school nurse or the school nurse's designee shall visually supervise the taking of the medication and record it on the *Medication Administration Treatment Record*.
3. Students shall report to the school health room, in accordance with established school procedures, to receive their medication, unless a 504 Plan or Individualized Education Program (IEP) requires the school to assure student's compliance.
4. If a student does not report to the health room to receive the student's medication at the prescribed time, the school health services personnel shall notify administration that assistance is needed in locating the student.

Narcotics

Orders for medications containing narcotics shall only be accepted on a case-by-case basis in accordance with school health guidelines and State laws and regulations.

Injectable Medication

Orders for injectable medication may only be accepted on a case-by-case basis. All requests for injectable medication must be referred to the School Health Services Office in accordance with school health guidelines and State law and regulations.

Management of Sharps

1. Sharps, such as lancets and needles, shall be kept in a locked cabinet in the health room.
2. Sharps may only to be used in the health room.
3. Contaminated sharps shall be placed immediately into appropriate sharps containers. Sharps containers are located in all health rooms and are puncture resistant, leak proof and labeled with a biohazard label.
4. Notwithstanding any other provision in this regulation, blood glucose testing and insulin injection may be conducted in areas other than the health room on a case-by-case basis.
5. In accordance with Policy JECA – Students with Known Anaphylactic Allergies or Who Are Perceived to be Having Symptoms of Anaphylaxis, this section may not be construed to apply to an epinephrine auto injectable.

Administration of Medication on Field Trips

1. Medications shall be administered to students on field trips only when medically necessary; and, whenever possible, the timing of doses shall be adjusted to occur outside of the field trip period.
2. When medication must be administered on a field trip, the student's parent(s)/guardian(s) shall complete an approved medication authorization form and the properly labeled medication must be received by the school nurse at least seven school days prior to the anticipated trip. Medication may not be given on a field trip unless a parent(s)/guardian(s) follows the above procedures.
3. The school nurse, in collaboration with the principal and parent(s)/guardian(s), shall determine whether a medication may be administered during a field trip and by whom.
4. Only medications previously administered by the parent(s)/guardian(s) at home may be administered on a field trip, except for emergency medications, including epinephrine auto injectors. Additionally, it is the responsibility of the parent(s)/guardian(s) to discuss any specialized care or storage for medications with the school nurse at least 7 school days prior to the field trip. Special accommodations shall be made whenever the use of any sharps is anticipated, including designation of a safe place for administration and proper disposal of sharps, in accordance with the Anne Arundel County Public Schools *Exposure Control Plan for Blood Borne Pathogens*.

5. Options for administration of medications on field trips may include the following:
 - a. Parents/guardians may accompany their children on the field trip and administer the medication. Parents/guardians may only administer medication to their own children.
 - b. Students who have current authorized prescriber's orders on file in the health room to do so may carry and self-administer only emergency medication, including inhalers, epinephrine auto injectors, and insulin.
 - c. Medication may be administered by school personnel or school health services personnel.

5. To ensure safe administration of medications on field trips, the following procedures shall be implemented:
 - a. Field trips during the school day:
 - i. If the school health services personnel has been notified about the date of the field trip and the names of participating students at least 7 school days in advance, the school nurse shall provide a single dose of medication to school personnel in a pharmacy labeled container or a sealed envelope which is labeled with the student's name, name of medication, dosage, and time of administration. At that time, the school nurse shall divide the appropriate box on the *Medication Administration Treatment Record* with a diagonal slash and code FT (field trip) and initial in the top portion of that box. The school nurse shall send a copy of the form with the medication.
 - ii. The school personnel administering the medication shall document administration by initialing the individual *Medication Administration Treatment Record* as the medication is administered.
 - iii. At the completion of the field trip, school personnel who administered the medications shall return the other approved medication authorization form and the signed copy of the *Medication Administration Treatment Record* to the health staff. School personnel shall then sign the original *Medication Administration Treatment Record* for the student's school medications. School personnel shall return any medication that may remain to the health room and the school health services personnel. School personnel who administered the medication shall initial the student's *Medication Administration/Treatment Record* in the lower portion of the appropriate box.

- b. Extended day or overnight trips:
 - i. At least 7 school days prior to the field trip, parents/guardians shall provide to the school nurse a separate, fully completed and signed *Parent's Request to Administer Medication at School* or other approved medication authorization form for each medication that is not normally given during the school day. If the medication needs of the student on the extended field trip are identical to medication needs during the school day, the school nurse can provide a copy of the approved medication authorization *Parent's Request to Administer Medication at School* form already on file at the school.
 - ii. At least 7 school days prior to the field trip, parents/guardians must provide medications, even those normally administered during the school day, to the school nurse in a pharmacy labeled container. Over-the-counter medications shall be in the original, unopened container, labeled with the student's name in a place that does not obscure the manufacturer's label.
- c. Prior to the field trip, the school nurse shall:
 - i. Review the approved medication authorization form;
 - ii. Initiate a *Medication Administration/Treatment Record*; and
 - iii. Provide the following to the school personnel responsible for administering the medication on the field trip:
 - 1) The approved medication authorization form;
 - 2) Medication provided by the parent(s)/guardian(s) in the original pharmacy or manufacturer labeled container;
 - 3) The *Medication Administration Treatment Record*;
 - 4) Information on safe administration of medication; and
 - 5) Information on common side effects of medication.
- d. School personnel administering the medication shall document administration by initialing the individual *Medication Administration Treatment Record* as the medication is administered.

- e. At the completion of the field trip, school personnel who administered the medication shall return approved medication authorization form and the completed *Medication Administration Treatment Record* to school health services personnel.
- f. School health services personnel shall place these documents in the students' health room records.
- g. At the completion of the field trip, school personnel who administered medication shall return the medication directly to the parent(s)/guardian(s) or to school health services personnel.

Documentation

- 1. Documentation in accordance with Anne Arundel County Department of Health, school health services guidelines shall be completed for each student that requires medication at school or a school sponsored activity.

Reporting an Error in Medication Administration

- 1. If an error in the administration of medication occurs, the Anne Arundel County Department of Health *Incident Report* shall be completed. A copy of this form shall be sent to the appropriate nursing supervisor or School Health Services Office.
- 2. Medication errors include:
 - a. Giving a student the wrong medication;
 - b. Giving a student another student's medication (even if it is the same medication);
 - c. Administering an incorrect dosage of the medication;
 - d. Failure to follow medication guidelines stated in this document;
 - e. Administering medication more than half an hour before or half an hour after the prescribed time; and
 - f. Missing a dose of medication.

Regulation History: Developed by Superintendent 10/01/05; 01/17/18
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Note Previous Regulation History: None.