Alexander School Committee

First Reading: March 3, 2003

Second Reading/Adoption: April 7, 2003

CODE: **JLCD**

**ADMINISTERING MEDICINES TO STUDENTS**

The committee discourages the administering of medicines on school premises.  The parent should confer with the doctor to allow for the student to receive prescribed doses at home, when possible.  However, when the doctor deems medicating during the school day to be necessary for the pupil’s health and attendance in school, it may be done in the school by the parent, or in accordance with this policy by the school nurse or unlicensed (non-medically licensed) staff as permitted by law.

The committee disclaims any and all responsibility for the diagnosis of and prescribing of treatment for any pupil.  For purposes of this policy, “medication” shall include all prescription medicines for a particular pupil.

Before any medicine may be administered in school, the committee requires the written request of the parent/guardian which shall give informed consent for such administration (including that unlicensed personnel may administer the medicine).  This request shall be accompanied by the written order of the prescribing physician. Approval by the school nurse, school physician or principal shall be required verifying compliance with committee policy and regulations and practicability of implementation.

Medication must be delivered to appropriate school personnel by the parent/guardian.  Only a limited, necessary supply can be kept in the school. Medicine no longer required must be removed by the parent/guardian.

All medicine will be appropriately maintained and secured by the principal and the school nurse.  Teaching staff members may be provided with such information about the medication and its administration as may be in the pupil’s best interest.

The written order of a prescriber shall include (a) the diagnosis; (b) the dosage; (c) the time at which or the special circumstances under which the medicine is to be administered; (d) the length of time for which the medicine is prescribed—no longer than for the current school year; and (e) any possible side effects of the medication.

The school nurse or principal/designee shall maintain a recorder including the request, the approvals, details of the dosage and timing of medications and a notations of each instance of administration.

Students shall not be permitted to carry and self-administer prescription medicine in school except under very special circumstances—as requested and describe by the student’s health care provider and approved by the school, school nurse and principal (such as in the case of a responsible, adequately instructed asthmatic/allergic student given special permission to carry an inhaler and self-medicate).

**Medication Administration on School Field Trips**

1. Any unlicensed personnel administering medications must hold documentation of their training in the administration of medication, including personnel administering medication on a field trip.

1a. Training shall consist of information and skills deemed necessary by the school nurse for the safe administration of medication for the particular student and situation.  Such training shall be documented by the school nurse.

Both parent(s) and school staff are responsible for timely notification of the school nurse when such need is anticipated so that training needs can be accommodated.

Field trip permission forms shall indicate the need for medication during field trips.

1. There must be written permission from the parent/guardian providing consent to administer the medication in school and a written physician's order and/or an appropriately labeled original medication container.
2. Either a standardized preprinted medication label or preprinted envelope containing the information described below or medication in its original container will be used for students attending a field trip.
3. When using a preprinted label or preprinted envelope, the school nurse shall transfer the prescribed amount of medication needed for the field trip from the original medication container into the approved envelope and fill in the appropriate information on the envelope.
4. The envelope will be provided to the trained personnel for administration during the trip.  The school nurse will provide a review of the medication and its administration to the trained personnel on an as needed basis.  All trained personnel administering medication must understand what to do in an emergency.
5. The medication will be transported and stored in compliance with any special directions for the medication and will be secured as safely as possible.
6. The administration of medication on a field trip will duplicate as much as possible, the guidelines found in the “Guidelines for Training of Non-Licensed Personnel in Medication Administration”.   This will include consideration of student privacy and cleanliness of area where medications are administered.
7. Medication will be administered to the student to assure that the right student receives the right medication with the right dose, at the right time, by the right route.   The trained personnel administering the medication will double check the student with the medication label and will double check the dose. The medication will be given within 30 minutes either side of the prescribed time.
8. Each school district will develop a method of documenting medications administered on the field trip, recording any unexpected occurrences, and a method of returning any medication not administered.

 The medication envelope or label will contain the following information:

1. Date to be administered.
2. Name of the student.
3. Name of medication.
4. Dose to be given.
5. Time to be given.
6. Physician prescribing the medication.
7. Special directions.
8. Phone number of school nurse.
9. Emergency directions.

Legal Reference: TITLE 20A MRSA SEC. 254

Cross Reference: JLCD-R – AUTHORIZATION FOR ADMINISTERING OF                             MEDICATION IN SCHOOL