



## **ADMINISTRATION OF MEDICATION TO STUDENTS**

Although the Regional School Unit-24 (RSU) Board (RSUB) 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 the administration of medication during the school day. The RSU will not deny educational opportunities to students requiring the administration of medication in order to remain in attendance and participate in the educational program.

The intent of this policy is to ensure the safe administration of medications to students by RSU personnel and to provide for authorization of student emergency self-administration of medication from asthma inhalers and epinephrine pens. The RSUB requires collaboration between parents/guardians and RSU personnel in these efforts.

For the purpose of this policy, "medication" includes both prescription and non-prescription (over-the-counter) medications. "School Nurse" refers to the appropriate RSU school nurse assigned to the students school. "Physician" includes physicians, dentists, and other licensed health professionals when prescribing within the scope of their prescriptive authority. "Parent" refers to the student's parent or guardian. "Unlicensed personnel" refers to RSU staff not licensed by the State in any profession that allows for the administration of medication, diagnose medical conditions, provide medical care, and/or prescribe medication.

The RSUB 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.

### **Administration of Medication by RSU Personnel**

#### **Parental Request**

In the event that no reasonable alternative exists, the parent may request in writing that medication (prescription and/or over-the-counter) be administered to the student during the school day. The written request must include an acknowledgement and agreement that unlicensed personnel may administer the medication as per a physician's written instructions. In addition, the request shall indicate that information regarding the student's medication may be shared with appropriate RSU personnel. If they choose to do so, parents may reveal the reason (diagnosis) which requires the administration of medication. The provision of such information is optional and disclosure shall not be compelled. Requests shall be valid for the current school year only.

#### **Physician's Order**

All parental requests must be accompanied by a written order from the student's physician substantiating the fact that the administration of a particular medication (prescription and/or over-the-counter) during the school day is necessary for the student's health and attendance in school.

Such order must include:

- A. The student's name;
- B. The name and nature of the medication (e.g., tablets, liquid, drops);
- C. The individual dosage;
- D. The frequency, dosage, and duration of treatment;
- E. Potential side effects; and
- F. Any specific instructions or procedures for the administration of the particular medication to the student.

Parental requests must include information concerning the medical personnel to be contacted in the event complications arise with the administration of medication, including any missed doses.

The parent is responsible for notifying the RSU Building Administrator (BA) of the school their child attends of any changes to the following, which shall require new written requests/orders from the physician as applicable:

- A. Information in the physician's original written order;
- B. Health care provider(s);
- C. Specific instructions or procedures for the administration of the particular medication to the student;
- D. Condition of the student; or
- E. Type of medication, dosage, and/or frequency.
- F. Discontinuation of medication

In those circumstances when the school nurse believes that the prescription does not provide sufficient information for appropriate administration, or when the physician has indicated that he/she does not want the medication administered by unlicensed school personnel, he/she shall immediately inform the BA who will meet with (a) the school nurse, (b) the parent(s), and (c) appropriate professionals as required/desired to discuss alternative options for administration of medication to the student.

Parents who wish to administer medications (prescription and/or over-the-counter) to their children on RSU grounds may do so only with the approval of the appropriate RSU school nurse.

### **Delivery and Storage of Medication**

The student's parents shall personally deliver any medication, in its original container, to be administered by the school nurse to the school. In the event that this is not practical, the parent must contact the school nurse to make alternative arrangements.

No more than one school month's supply of medication shall be kept at any RSU school, excluding inhalers and epinephrine pens. The parent must remove any medications that are no longer required or that remain at the end of the school year, or provide written authorization for the school nurse to appropriately dispose of any such medication(s).

The school nurse shall be responsible for the appropriate and secure storage of any and all medications kept at school.

**Record keeping**

The school nurse and the student's parent shall count all medication brought to school. The number of capsules, pills, and/or the volume of other medications shall be recorded.

The school nurse shall document the administration of all medications, noting the date, time, and dosage given. In the school nurse's absence, the designated staff member trained in the administration of medications shall administer medications and document each instance as noted above.

The school nurse shall maintain records, including the parent's request(s), physician's orders, and details of the specific medications as stated in the preceding paragraph.

All records shall be retained in accordance with current State of Maine schedules pertaining to student health records.

**Confidentiality**

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

**Administration of Medication**

Medication may be administered during the school day by licensed medical personnel acting within the scope of their licenses. All unlicensed personnel who may be required to administer any medication must receive training before being authorized to do so.

The school nurse will evaluate the unlicensed person's skill, document the successful completion of training, and make recommendations to the Superintendent/designee pertaining to authorization of the unlicensed person to administer medication. Training that shall be acceptable for the purpose of authorization of unlicensed personnel shall be that which is consistent with applicable Maine Department of Education rules, standards, recommendations, programs, and/or methodologies.

Supervision and/or monitoring of medication administration will be the responsibility of the school nurse.

**Administration of Medication during Off-Campus Field Trips and School-Sponsored Events**

The RSU will make an effort to accommodate students requiring administration of prescription medication during field trips or RSU-sponsored events as follows:

The activity's coach/advisor/teacher, in consultation with the school nurse, the students parents, and the student's primary care provider, will determine whether an individual student's participation is feasible due to his/her health condition, the distance from emergency care, and/or other extraordinary circumstances.

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

When there are no restrictions to the student's participation, an appropriately trained RSU staff member will be assigned to administer medication. However the parent will be encouraged to accompany the student, to care for the student and administer medication.

All provisions of this Policy shall apply to prescription and non-prescription medications to be administered during off-campus field trips and RSU sponsored events.

### **Student Self-Administration of Asthma Inhalers and Epinephrine Pens**

After consulting with the school nurse, the BA may authorize students with allergies or asthma 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 in RSU vehicles. 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. All EpiPens and asthma inhalers must be labeled with the child's name.
- B. 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.
- C. The student must have the prior written approval of his/her primary health care provider and, if the student is under the age of 18, the prior written approval of his/her parent. The written notice from the student's primary care provider must specify the name and dosage of the medication, frequency with which it may be administered, the circumstances that may warrant its use, and that the student has the knowledge and the skills to safely possess and use an epinephrine pen or asthma inhaler.
- D. The school nurse shall evaluate the student's techniques to ensure proper and effective use of an epinephrine pen or asthma inhaler taking into account the maturity and capability of the student and the circumstances under which the student will or may have to self-administer the medication.
- E. The parent will be informed that the RSU cannot accurately monitor the frequency and appropriateness of use when the student self-administers medication, and that the RSU will not in any way be responsible for any injury and/or misuse arising from the student's self-medication.

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 BA (normally after consultation with the school nurse and the student's parents) if the student demonstrates the inability to responsibly possess and self-administer such medication.

### **Student Self-Administration of Insulin**

Students with diabetes may be authorized by the BA, (after consultation with the school nurse) on a case-by-case basis, to possess and self-administer insulin during the school day, during field trips, RSU-sponsored events, or while in RSU vehicles. (Guidelines are the same as outlined in subsection "Student Self-Administration of Asthma Inhalers and Epinephrine Pens").

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.

Legal Reference: 20-A M.R.S.A. §§ 254; 4009(4)  
28 C.F.R. Part 35 (Americans with Disabilities Act of 1990)  
34 C.F.R. Part 104 (Section 504 of the Rehabilitation Act of 1973)  
34 C.F.R. Part 300 (Individuals with Disabilities Education Act)

Cross Reference: JICH – Chemical Health

First Reading: September 22, 2009

Adopted: October 6, 2009