

Champlain Valley Educational Services Medication Policy

Medication Administration Procedure

1. The administration of medication to students will be managed and supervised by school nursing personnel.
2. Only the medication necessary to maintain the student in school and those that must be given during school hours should be administered at school.
3. Any prescribed medication needed by non-self-directed students must be given by the registered school nurse.

These include all medications which require administration via subcutaneous, intramuscular, intravenous or rectal route; or prescribed medications administered through pumps, tubes or nebulizers; or oral, topical or inhalant medication.

Administration of such prescribed medication may not be performed by school staff.

4. All medications given in the school setting must have a written order from a licensed prescriber. The medication order should include the date, student's name, name of medication, dosage, route of medication and the time the medication is to be given in school. It should also include the prescriber's name, title, signature, and telephone number. A verbal/telephone order may be obtained from a licensed health care provider with a follow up written order within 48 hours.
5. Requests for use of herbal remedies, dietary supplements and natural products do not have to be honored by a school district or school nurse as they are not sanctioned by the FDA. This should be explained to the parent and documented in the student's health file.
6. Medication orders must be renewed annually or when there is a change in the medication or if the student leaves the program. The medication

order is valid for the school year and summer school as needed. The pharmacy label cannot be used as the written order from the licensed prescriber.

7. All medication shall be brought to the Nurse's office by an adult 18 and over:

a. CV-TEC students over 18 who do not ride the school bus are allowed to bring in only the quantity of the medication in the original container that is needed for one day. They should inform the Health office.

b. No student enrolled in a Pre-school-12, CV-TEC, Careers, or GED students under 18 years of age is allowed to bring medications to school.

c. No medications can be brought in on the bus (even if the student is over 18).

d. No employee of CVES may bring medications to school for a student unless they are the parent.

8. Written parental permission to administer medication in school must be provided to the Health office nursing personnel before it can be given.

9. All drugs shall be labeled in accordance with Federal, State, and local statutes and in accordance with accepted standards. All medications shall be in the original pharmacy containers. All labels shall be typewritten and legible. Appropriate auxiliary labels shall be utilized. Labels shall contain:

- a. Student name
- b. Name of drug
- c. Dosage route
- d. Dosage strength
- e. Quantity
- f. Full direction for use

10. Over the counter medication must be in the original manufacturer's container with the student's name affixed to the container. This also applies to drug samples. Over the counter medications used in the school setting must have a written order from the prescriber and written parental permission in place before they can be administered by school nursing personnel.

11. When medications are received in the Health office, they will be counted and logged by nursing personnel. Medications will be stored in a locked cabinet in the Health office.

12. All medications should be given as close to the prescribed time as possible. Medication may be given up to 1 hour before and no later than 1 hour after the prescribed time. However, parents should be advised, so that they can advise the nurse if there is a time-specific concern regarding administration of the medication.

13. Medications shall not be used by anyone other than the one whom they were issued.

14. School nursing personnel will maintain in the student's health file, accurate records of medication administered to students. The written order from the prescriber and the parental permission will be maintained in the student's health file as well as the daily medication record.

Changes in Medication Orders

1. If a medication regimen is changed or discontinued, or the medication is left at the end of the school year, the medication must be returned to the parent or properly disposed of. Parents should be notified of the options such as:

a. Disposal of medications by school nursing personnel

b. Parent or responsible designee picking up medication from the health office

2. If a parent requests discontinuation of a prescribed medication without the prescriber's order to do so, the request will be honored. The prescriber's office will be notified of the parent's request and a written discontinuation of the medication will be requested by nursing personnel. This information will be documented in the student's health file.

Emergency Medication

1. The requirements allowing registered professional nurses to administer agents used in the emergency treatment of anaphylaxis include:

a. Following non-specific standing orders and protocols authorized by a physician or a nurse practitioner.

b. Maintaining a copy of the standing order(s) and protocol(s) that authorizes the registered nurse to administer the anaphylactic treatment agents.

2. Unlicensed personnel responding to an emergency situation in the school setting may administer epinephrine by EpiPen, prescribed by a licensed prescriber, to a student with a known severe allergy needing an anaphylactic treatment agent. Such a response is permitted under the Medical Practice Act, and the Nurse's Practice Act and is covered by the "Good Samaritan Law". Unlicensed school personnel may also administer glucagon, prescribed by a licensed prescriber, in emergency situations to a student with diabetes where an appropriately licensed person is not available. Required training and documentation:

a. The individual agrees to administer the emergency medication.

b. The individual receives proper in-service training by the Registered nurse.

c. The training is documented by the Registered nurse.

d. Training is reviewed periodically as determined by the Registered nurse.

Carry and Self-administer Medication

1. If school nursing personnel receive a request from a parent and licensed prescriber to permit a student to carry and self-administer their prescribed medication, such decisions should be made on an individual basis and in accordance with the following criteria:

a. Severity of health care problems, such as asthma or allergic conditions.

b. Licensed prescriber's order stating the student may carry their own medication and self-administer.

c. Written parental permission student may be self-directed and carry their medication.

d. Student has been instructed in the procedure of self-administration and can assume responsibility for carrying properly labeled medication in original container on her or his person or keeping in school locker.

e. School nursing assessment that student is self-directed to carry and self-administer his/her medication properly.

f. Parent contact made to clarify parental responsibility regarding monitoring of the student on an ongoing/daily basis to insure the student is carrying and taking medication as prescribed. This contact should be documented.

2. Unlicensed personnel in the school setting may assist self-directed students with the taking of their own oral, topical, and inhalant medication who have been appropriately instructed by the nursing personnel .

Field Trips

1. Unlicensed personnel in the school setting may assist self-directed students with the taking of their medication on field trips. If a student is non-self-directed, only a school licensed professional or licensed healthcare

provider or a parent or person in parental relationship for example grandparent/guardian with legal guardianship who is actively raising the student may administer prescribed medication to the student during a field trip. The student's healthcare provider can be consulted and may order, in writing, that the medication time be adjusted or the dose be eliminated. If the nurse or parent/guardian cannot attend, or the medication time be adjusted or the dose be eliminated per MD, the field trip must be cancelled or rescheduled.

Disposal of Needles and Syringes

1. Needles and syringes will be disposed of in a manner consistent with New York State Law and the following guidelines:

- a. Needles should not be recapped or purposely bent or broken.
- b. Disposable syringes and needles (and other sharp items) should be placed in approved sharps' container and labeled "BIOHAZARD".
- c. Arrangements will be made with an appropriate agency to dispose of containers at periodic intervals.

Medication Errors

1. If a medication error occurs, the following steps will be taken:

- a. Notify the supervisor
- b. Notify the licensed prescriber
- c. Notify the parents and secure the student's safety
- d. Complete a Medication Incident Report Form