

MEDICATION ADMINISTRATION

The Hadley Public Schools has incorporated the administration of medication as one of its health services. The nurse leader shall be the supervisor of the medication administration program in school, having the responsibility for the development and management of the medication program. The school nurse in each school will administer the prescribed or over-the-counter medications to students. The only exceptions are (1) students with asthma or life-threatening allergies who self-administer their medication, (2) Students with cystic fibrosis may possess and administer prescription inhalers, (3) Students with diabetes may possess and administer glucose monitoring tests and insulin delivery systems, and (4) unlicensed personnel delegated by the school nurse who have been specifically trained to administer prescription medication.

The School Committee has adopted the following policies and procedures governing the administration of prescription and non-prescription medication, including self-administration of prescription drugs. Review and revision of these policies should occur at least every two years. The medication policy includes the following procedures and responsibilities:

- Responsibilities of the school nurse regarding prescription medication administration
- Self administration of prescription medications
- Documentation of the administration of medications
- Handling, storage and disposal of medications
- Reporting and documentation of medication errors
- Administration of epinephrine
- Response to medication emergencies
- Dissemination of information to parents/guardians regarding the medication policies and procedures

Policy Regarding Delegation of Prescription Medication Administration

The School Committee authorizes that the administration of prescription medication can be delegated by the school nurse to unlicensed school personnel. Such delegation may occur only if the school system registers with the Department of Public Health and complies with the requirements of 105 CMR 210.000. Those personnel may include administrative staff, teachers and licensed health personnel and health aides.

- For the purpose of administering emergency prescription medication to an individual child, including parenteral administration of medication pursuant to 103 CMR 210.004 (B) (4), the school nurse may identify individual school personnel. These personnel will receive training in the administration of emergency medication to a specific child and be listed on the medication administration plan.

- A school nurse will be on duty in the school system while prescription medications are being administered by designated unlicensed school personnel, and/or available by telephone should consultation be required.
- The administration of parenteral medications may not be delegated with the exception of epinephrine to be administered in a life-threatening situation where the child has a known allergy or pre-existing condition. There needs to be an order for administration of the medication from a licensed prescriber and written consent of the parent/guardian.
- For each school, an updated list of unlicensed school personnel who have been trained in the administration of prescription medications shall be maintained. Upon request, a parent shall be provided with a list of school personnel authorized to administer medications.
- The school district shall, through the district nurse leader, register with the Dept. of Public Health and train personnel in the use of Epi-pens.

LEGAL REF: M.G.L. 71: 54B
Dept. of Public Health Regulations:
105 CMR 210.00