

MEDICATION ADMINISTRATION PROCEDURES

Responsibilities of the School Nurse Regarding Prescription Medication Administration

A. Medication Orders

1. The school nurse shall ensure that there is a proper medication order from a licensed prescriber at the beginning of each academic year. A telephone order or an order for any change in medication shall be received only by the school nurse. Any verbal order must be followed by a written order within three school days. Whenever possible, the medication order shall be obtained and the medication care plan developed before the student enters or re-enters school.
2. The medication order shall contain:
 - a. the student's name
 - b. name and signature of the licensed prescriber and business and emergency phone numbers
 - c. the name, route and dosage of medication
 - d. the frequency and time of medication administration
 - e. the date of the order and discontinuation date
 - f. a diagnosis and any other medical condition requiring medication, if not a violation of confidentiality or if not contrary to the request of a parent, guardian or student to keep confidential
 - g. specific directions for administration
 - h. any special side effects, contraindications or adverse reactions to be observed
3. Special medication situations:
 - a. For short-term medications (i.e. those requiring administration for ten school days or fewer) the pharmacy labeled container may be used in lieu of a licensed prescriber's order. If the nurse has a question she may request a written order from the licensed prescriber.
 - b. Over-the-counter medications may be given but must follow the above medication order procedures. The only exception will be the "Standing Order" for acetaminophen, ibuprofen, and other over-the-counter medications according to school physician protocols. This standing order is renewed on an annual basis.

- c. Investigational new drugs will follow the above medication order procedures. If the school nurse has questions she may seek consultation/approval from the school physician to administer in the school setting.
- 4. The school nurse shall ensure that there is a written authorization by the parent or guardian which contains:
 - a. the parent/guardian's printed name and signature and an emergency phone number
 - b. a list of all medications the student is currently receiving if not in violation of confidentiality
 - c. approval to have the school nurse or school personnel designated by the school nurse administer the medication (i.e. teacher during field trip)
 - d. person to be notified in case of a medication emergency

B. Medication Administration Plan

- 1. The school nurse, in collaboration with the parent or guardian whenever possible, shall establish a medication administration plan for each student receiving medication. Whenever possible, a student who understands the issues of medication administration shall be involved in the decision-making process and his/her preferences respected to the maximum extent possible. If appropriate the medication administration plan shall be referenced in any other health or education plan developed pursuant to the Massachusetts Special Education Law (IEP under Chapter 766) or federal laws, such as the Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act of 1973.
- 2. Prior to the initial administration of the medication, the school nurse shall assess the child's health status and develop a medication administration plan which includes:
 - a. All the information that is on the medication order.
 - b. The quantity of medication to be received by the school from the parent/guardian
 - c. The required storage conditions
 - d. The duration of the prescription
 - e. The designation of unlicensed school personnel who will administer the medication to the student in the absence of the nurse
 - f. Plans, if any, for teaching self-administration of the medication

- g. With parental permission, other persons, including teachers, will be notified of medication administration and possible adverse effects of the medication
 - h. The location where the administration of the medication will take place
 - i. Provision for prescription medication administration in the case of field trips and other short-term special school events may be delegated to unlicensed school personnel. Written consent from the parent/guardian should be received for the named responsible adult to administer the medication.
- 3. The school nurse shall develop a procedure to ensure the positive-identification of the student who receives the medication.
- 4. The school nurse shall communicate significant observations relating to medication effectiveness and adverse reactions to the child's parent/guardian and/or licensed prescriber.
- 5. In accordance with standard nursing practice, the school nurse may refuse to administer or allow to be administered any medication which, based on her/his professional assessment, has the potential to be harmful, dangerous, or inappropriate. In these cases, the parent/guardian and licensed prescriber shall be notified immediately by the school nurse and the reason for refusal explained.

C. Training/Delegation/ Supervision

- 1. Unlicensed school personnel who are trained to administer prescription medication will be under the supervision of the school nurse.
- 2. The school nurse will review the medication orders and medication administration plan with the unlicensed personnel. (i.e. prior to field trip).
- 3. The school nurse shall document the training and evidence of competency of unlicensed personnel designated to administer prescription medication.
- 4. The school nurse shall provide a training review and informational update at least annually for those school staff authorized to administer medications.

5. Personnel designated to administer medications shall be provided with the names and locations of school personnel who have documented certification in cardiopulmonary resuscitation.

Self Administration of Prescription Medication

- A. "Self Administration" means that the student is able to consume or apply medication in the manner directed by the licensed prescriber, without additional assistance or direction. The school nurse may permit self administration of prescription medication by a student provided that the following requirements are met:
 1. The school nurse, student, and parent/guardian enter into an agreement which specifies the conditions under which prescription medication may be self administered.
 2. The school nurse develops a medication administration plan which contains only those elements necessary to ensure safe self administration of prescription medication.
 3. The school nurse evaluates the student's health status and abilities and deems self administration safe and appropriate. As necessary, the school nurse shall observe initial self administration of the prescribed medication.
 4. The school nurse is reasonably assured that the student is able to identify the appropriate medication, knows the frequency and time of day for which the medication is ordered, and follows the school self administration protocols.
 5. There is written authorization from the student's parent/guardian that the student may self medicate, unless the student has consented to treatment under M.G.L.c.112, s. 12F or other authority permitting the student to consent to medical treatment without parental permission.
 6. The student follows a procedure for documentation of self administration of medication.
 7. The school nurse establishes a procedure for the safe storage of self-administered medication and, as necessary, consults with teachers, the student, and parent/guardian, if appropriate to determine a safe place for storing the prescription medication for

the individual student, while providing for accessibility if the student's health needs require it. This information shall be included in the medication administration plan. In the case of an inhaler or other preventive or emergency medication, whenever possible, a backup supply of the prescription medication shall be kept in the health room or a second readily available location.

8. The school nurse develops and implements a plan to monitor the students' self administration, based on the student's abilities and health status.
9. With parental/guardian and student permission, the school nurse may inform appropriate teachers and administrators that the student is self-administering a medication.

Handling, Storage and Disposal of Medication

- A.** A parent/guardian or parent/guardian-designated adult shall deliver all medications to be administered by school personnel. The following conditions need to be met:
 1. The medication must be in a pharmacy or manufacturer labeled container.
 2. The school nurse or other person receiving the medication shall document the quantity of the prescription medication delivered.
 3. In extenuating circumstances, as determined by the school nurse, the medication may be delivered by other persons; provided, however that the nurse is notified in advance by the parent/guardian of the arrangement and the quantity of medication being delivered.
- B.** All medications shall be stored in their original pharmacy or manufacturer labeled containers and in such a manner as to render them safe and effective. Expiration dates shall be checked.
- C.** All medications to be administered by school personnel shall be kept in a securely locked cabinet or drawer used exclusively for medications (except EpiPens and Inhalers), which is kept locked except when opened to obtain medications. Medications requiring refrigeration shall be stored in a locked box in a refrigerator or in a locked refrigerator maintained at a temperature of 38 to 42 degrees Fahrenheit.

- D.** Access to stored medications shall be limited to persons authorized to administer medications and to self-medicating students. Access to keys and knowledge of the location of keys shall be restricted to the maximum extent possible. Students who are self medicating shall not have access to other students' medications.
- E.** Parents/guardians may retrieve the medications from the school at any time.
- F.** No more than a thirty (30) school day supply of the medication shall be stored at the school.
- G.** Where possible, all unused, discontinued, or outdated medications shall be returned to the parent/guardian and the return appropriately documented. In extenuating circumstances, with parental consent, such medications may be destroyed by the school nurse in accordance with any applicable policies of the Massachusetts Department of Public Health, Division of Food and Drugs. All medications should be returned at the end of the school year.

Documentation and Record keeping

- A.** Each school where medications are administered by school personnel shall maintain a medication administration record for each student who receives medication during school hours.
 - 1. Such record shall include a daily log and a medication administration plan, including the medication order and parent/guardian authorization.
 - 2. The medication administration plan shall include the information as described in Section 210.005 (E) of the Regulations Governing the Administration of Prescription Medications in Public and Private Schools.
 - 3. The daily log shall contain:
 - a. the dose or amount of medication administered
 - b. the date and time of administration or omission of administration, including the reason for omission
 - c. the full signature of the nurse or designated unlicensed school personnel administering the medication or if using computerized records, the nurse's pin# or substitute's pin#.
 - 4. The school nurse shall document in the daily log any significant observations of the medications effectiveness, as appropriate, and any adverse reactions as well as any action taken.

5. With the consent of the parent/guardian or student where appropriate, the completed medication administration record and records pertinent to self administration shall be filed in the student's cumulative record. When the parent/guardian or student where appropriate objects, these records shall be regarded as confidential medical notes and shall be kept confidential.

B. Medication Errors

1. A medication error includes any failure to administer medication as prescribed for a particular student, including failure to administer the medication:
 - a. within the appropriate time frame
 - b. in the correct dosage
 - c. in accordance with accepted practice.
2. In the event of a medication error, the school nurse shall notify the parent/guardian immediately. If unable to reach the parent/guardian, the school nurse will document the effort to reach the parent/guardian. If there is a question of potential harm to the student, the nurse shall also notify the student's licensed prescriber or school physician.
3. Medication errors shall be documented by the school nurse on the accident/incident report form. These reports shall be retained in the following location: Nurse's office and/or student health record. They shall be made available to the Department of Public Health upon request. All medication errors resulting in serious illness requiring medical care shall be reported to the Department of Public Health, Bureau of Family and Community Health. All suspected diversion or tampering of drugs shall be reported to the Department of Public Health, Division of Food and Drugs.

C. DPH Reporting Requirements

1. The school district shall comply with the Department of Public Health's reporting requirements for medication administration in the schools.

D. DPH record review

1. The Department of Public Health may inspect any individual student medication record or record relating to the administration or storage of prescription medications without prior notice to ensure compliance with 105CMR 210.000.

Administration of Epinephrine

- A.** A school or school district may register with the Department for the limited purpose of permitting properly trained school personnel to administer epinephrine by auto injector in a life threatening situation, when a school nurse is not immediately available, provided that the following conditions are met:
1. Approval to administer epinephrine by unlicensed, trained personnel is renewed every two years.
 2. Assurance is provided to the Department of Public Health that sufficient nurses are available to provide proper oversight of the program.
 3. The school nurse manages and has final decision making authority about the program and selects the persons authorized to administer epinephrine by auto injector.
 4. The school personnel authorized to administer epinephrine by auto injector are trained by the school nurse and tested for competency in accordance with standards and a curriculum established by the Department.
 - a. The school nurse shall document the training and testing of competency.
 - b. The school nurse shall provide a training review and informational update at least once a year.
 - c. The training shall include proper use of the device, importance of consulting and following the medication administration plan, recognition of the symptoms of a severe allergic reaction, and requirements for proper storage and security, notification of appropriate persons following administration and record keeping.
 - d. The school shall maintain and make available upon request by parents or staff a list of those school personnel authorized and trained to administer epinephrine by auto injector in an emergency when the school nurse is not immediately available.

5. Epinephrine shall be administered only in accordance with a medication order and medication administration plan, which are updated every year and follow the requirements for a medication order and a written medication administration plan, with one exception: The school nurse may administer epinephrine to a student experiencing anaphylaxis according to protocols included in the school anaphylaxis standing order.
6. When epinephrine is administered, there shall be immediate notification of the local emergency medical services system (911), followed by notification of the school nurse, students parents, or if the parents are not available, any other designated person(s), and the student's physician.

Response to Medication Emergencies

- A. Refer to the Hadley Public Schools policy for handling all health emergencies in the school.

Dissemination of Information to Parents/Guardians Regarding Administration of Medication

- A. An outline of the medication policy shall be made available to parents/guardians at the beginning of each school year. The detailed policy shall be available upon request.