

ADMINISTERING MEDICATIONS

This regulation implements the Ledyard Board of Education policy regarding the safe and authorized administration of medications to students within District facilities and at school-sponsored activities occurring away from school grounds. The Board allows authorized students to self-administer medication and properly trained school personnel to administer medication to students in accordance with the following established procedures. These procedures shall be reviewed and/or revised by the School Medical Advisor, the School Nurse Coordinator and the Board as needed but at least biennially.

1. Authorization to Administer Medication

A. A completed "Authorization for Administration of Medication" form (hereinafter called the "Authorization Form") is required for all prescription and non-prescription medications to be given in school. Verbal medication orders and any verbal orders for changes in previously ordered medications from the Authorized Prescriber shall only be taken by the school nurse. Any such verbal orders, including telephone orders, must be prescribed in writing within three (3) school days. All medications shall normally be administered in the nurse's office, with the exception of those medications authorized for self-carrying and self-administration, medication carried on school-authorized trips or other activities occurring away from school grounds, and medications administered in an emergency.

B. Only written orders from a physician licensed to practice medicine, an optometrist licensed to practice optometry, an advanced practice registered nurse (APRN) licensed to prescribe medication in accordance with State law, a physician's assistant licensed to prescribe medication in accordance with State law, or a dentist licensed to practice dental medicine (hereinafter called the "Authorized Prescriber") shall be accepted.

(1). The Authorization Form must be complete, including the student's name, date of birth, name of medication, dosage, frequency, route of administration, time of administration, condition for which the medication is prescribed, any allergies to food or medication, and must be signed and dated by the Authorized Prescriber. If the medication is a controlled drug, the form must include the Authorized Prescriber's DEA number.

(2). The Authorization Form must also be completed, dated and signed by the student's parent or guardian.

(3). Medication orders shall only be valid for one school year.

C. It is Board policy that, when possible, prescribed medication should not be administered during school hours if it is possible to achieve the desired effects by home administration. If the school nurse and the SMA question the necessity for administration of such medications during school hours, the SMA shall contact the Authorized Prescriber and, with a cooperative effort, shall determine a workable resolution.

D. The Authorization Form must be filed and documented in the student's health record.

E. Medication shall be administered to and taken only by the student specified in the Authorization Form.

F. In the absence of a licensed nurse, the building Principal, a teacher designated in writing by the building Principal, or a licensed physical or occupational therapist employed by the Ledyard Board of Education shall be permitted to administer authorized medications upon the successful completion of specific training, as specified in this regulation, in the safe administration of medications. Additionally, a coach who is employed by the Board and has successfully completed training, as specified in this regulation, is authorized to administer medications to students participating in intramural and interscholastic athletics but only while that person is actually working in the capacity as a coach. These additional personnel, when properly trained, may administer oral, topical, intranasal, or inhalant medications.

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G. Injectable medications shall only be administered in accordance with the procedures delineated in this regulation and only by those personnel specifically trained and authorized to administer injectable medications. Under a student's "Emergency Care Plan," a student who is a known reactor to an allergen may also be given adrenalin by a building Principal or teacher who has been properly trained and approved to administer injectable medications.

H. In the absence of a licensed nurse, a paraprofessional may administer medications, after having successfully completed training as specified in this regulation, only to those students with medically diagnosed allergic conditions that may require prompt medical treatment to avoid serious harm or death. Additionally, the paraprofessional shall only administer medication in accordance with the approved plan written by the school nurse, which includes a written authorization from the student's parent/guardian and is in accordance with the written order from the student's physician, optometrist, APRN, or physician assistant licensed to prescribe medication in accordance with State law.

2. Medication Storage

A. All medications, except those approved for self-carrying and self-administration by students, shall be delivered by a parent or guardian, and received by the school nurse assigned to that school. All controlled drugs must be counted by the school nurse receiving the medication in the presence of the parent or guardian. The amount of medication received, the Authorization Form, and pharmacy number shall be recorded separately in the "Individual Student Medication Record". The total medication count shall be confirmed by the parent/guardian's signature, and the school nurse shall record whether the drug was retained or returned to the parent.

B. The school nurse shall be responsible for examining all new medication Authorization Forms and developing a medication administration plan before the medication is administered by any school personnel.

C. Prescription medications shall be delivered in and dispensed from a pharmacy container properly labeled with the name and strength of the medication, name of the student, the Authorized Prescriber, the date of the original prescription and directions including the method of administration. Medications shall only be stored in their original containers.

D. Over-the-counter (non-prescription) medications shall be in their original containers and labeled with the student's name. A completed Authorization Form must accompany any over-the-counter medication.

E. All medications, except those requiring refrigeration or those approved for self-administration, shall be kept in a designated locked cabinet used exclusively for the storage of medication. All controlled drugs shall be stored separately from other medications in a separate, secure, substantially constructed, and locked metal cabinet.

F. Medications requiring refrigeration shall be stored in temperatures that are not less than 36 degrees and no more than 46 degrees Fahrenheit. Each refrigerator shall have a thermometer to monitor daily temperature. Medications shall be stored in the refrigerator in the nurse's office, and the refrigerator shall be locked when not in use.

G. Access to all stored medications shall be limited to those persons specifically authorized to administer medications. Each school shall maintain a list of those individuals authorized to administer medications.

H. No medication shall be stored in school without a current Authorization Form. With the exception of controlled drugs, all unused, discontinued or obsolete medications shall be removed from the medication cabinet or refrigerator and either returned to the student's parent/guardian or, with their written permission, destroyed.

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- (1). Non-controlled medications shall be destroyed in the presence of at least one witness, who shall sign and date the "Individual Student Medication Record" stating that the medication was destroyed and indicate the method used.
- (2). Every effort should be made to return controlled drugs to the student's parent/guardian. If the medication must be destroyed, the school nurse shall contact the School Nurse Coordinator.
- (3). If a controlled drug is lost and not retrievable, an annotation must be made in the student's medication record and witnessed by two people. Such losses shall be immediately reported to the School Nurse Coordinator.

1. No more than a forty-five (45) school-day supply of medication shall be stored at school.

3. Training of School Personnel

A. The training of any authorized designated personnel, who are permitted pursuant to this regulation to administer medications in the absence of a nurse, in the safe administration of medications shall be done by the school nurse and/or the SMA at the beginning of each school year and as required during the school year. Only authorized personnel who have been designated to administer medications as specified in this regulation and have received such training shall be allowed to administer medications. The school nurse shall meet with these authorized personnel to train them in the following aspects of administering medications:

- (1). The procedural aspects of the administration of medications shall include a demonstration in administering an oral, inhalant, and/or topical medication, such as ointments and eye or ear ointments or drops. A demonstration shall be given by the school nurse with at least one return demonstration by the authorized individual. During the school year, the school nurse shall continue direct observation of the authorized individual administering medications at least once every two months.
- (2). The school nurse shall also instruct the authorized individual on the medication needs of specific students, the correct recording of medications administered, and the safe handling and storage of medications. The school nurse shall also provide instruction on the pharmacological properties of medications, including medication idiosyncrasies, the desired effects, potential side effects, or improper reactions, contraindications to giving the medication, and any instructions pertaining to individual students.

B. There shall be an annual update and informational review for building Principals, teachers, licensed physical or occupational therapists, coaches, and paraprofessionals already trained in the administration of medications. The Superintendent or his/her designee shall maintain and annually update documentation that such training has been provided and successfully completed. The Superintendent or his/her designee shall also maintain a list of building Principals, teachers, licensed physical or occupational therapists, coaches, and paraprofessionals who have completed the training.

C. Injectable medications may be administered by an approved Board employee consisting of either (1) a building Principal, (2) a teacher, (3) a licensed physical or occupational therapist, (4) a coach (only to those students participating in intramural and interscholastic athletics), or (5) a paraprofessional (only in accordance with the approved plan written by the school nurse and after having received prior written approval from the student's parent/guardian) to a student with a medically diagnosed allergic condition which may require prompt treatment to protect the student against serious harm or death.

4. Self-Administration by Students

A. A student with diabetes may test his/her own blood glucose level per the written order of a physician or APRN, which states the need for such testing and the capacity of the student to conduct the testing. Such blood glucose testing shall be conducted in accordance with any guidelines promulgated by the Commissioner of Education.

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B. Students who are allowed to carry and self-administer emergency medications must meet the following requirements:

- (1). The school nurse has evaluated the situation and has deemed it to be safe and appropriate, has documented this on the student's cumulative health record and has developed a plan for general supervision and for the student to self-administer medication.
- (2). A written order from the Authorized Prescriber which states that he/she has conferred with the parent/guardian and feels that the student should be allowed to self-administer a particular medication. The Authorized Prescriber shall instruct the student in medication administration.
- (3). Written permission from the student's parent/guardian to allow the student to self-administer the particular medication. This written permission and the Authorized Prescriber's order are filed in the student's cumulative health record.
- (4). The building Principal and appropriate teachers are informed that the student is allowed to carry and self-administer the particular medication.
- (5). Such medications are transported to school according to Board policy. Only emergency medications such as adrenalin and inhaler's for asthma may be carried at all times by the student.

C. The school nurse shall document in the student's cumulative health record the reasons for self-administration and his/her plans to supervise the student. The supervision shall be done as frequently as necessary but at least every two months and shall include a history of usage, effectiveness of the medication and problems noted when using the medication. This supervision must also be recorded in the student's cumulative health record.

D. If the school nurse, after assessing the situation, deems that it is no longer safe or appropriate for the student to self-administer medication, he/she shall contact the Authorized Prescriber and the student's parent/guardian to correct the situation.

E. When any member of the school staff observes a student carrying or taking a medication without proper authorization, that individual has a responsibility to report the student to a school nurse or other designated person. If necessary, the school nurse shall contact the student's parent/guardian to determine whether or not the medication was prescribed by a prescribing professional. Medications without the proper authorization forms may not be taken in school. Students violating this provision may be subject to discipline, up to and including expulsion.

F. Students approved to self-administer medication using a cartridge injector shall be allowed to carry the authorized cartridge injector while traveling in a vehicle used for school transportation. A "cartridge injector" means an automatic pre-filled cartridge injector or similar automatic injection equipment used to deliver epinephrine in a standard dose for emergency first aid response to allergic reactions.

5. **Medication Administration on School-Authorized Trips or Other Activities Occurring away from School Grounds** (excluding approved self-administration of medication)

A. Students requiring medication on school-authorized trips must be accompanied by any of the following personnel: (1) the school nurse; (2) an approved licensed nurse; (3) the building Principal; (4) a teacher designated in writing by the building Principal; or (5) a licensed physical or occupational therapist employed by the Board. These personnel must have received the appropriate training and authorization as required by this regulation. A student's parent/guardian may be asked to accompany their child on the trip to facilitate the administration of medication; however, the parent's absence will not preclude the student from participating in the activity.

B. The school nurse shall prepare the medication for administration. If appropriate, a single dose may be placed in an envelope clearly labeled with the student's name, the name of the medication, the dosage, and time of administration. If more than one dose is required, a correctly labeled prescription container is required.

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C. Students participating in intramural and interscholastic athletics that require medication on a school-authorized trip must be accompanied by any of the approved personnel specified in section 5.A above or by a coach who has received the appropriate training pursuant to the State Board of Education.

D. Medications shall be transported in the possession of the personnel authorized to administer the medication.

E. The authorized personnel administering the medication shall sign the student's medication record.

6. Documentation and Record Keeping

A. Each school shall maintain a medication administration record for each student who receives medication during school.

B. The record shall contain the name of student, date medication was received, name of medication, dosage, route of administration, and frequency of administration, name and address of the prescribing professional with DEA number for controlled substances, quantity received, the date medication is to be reordered, the quantity received, the student's allergies to food or medications, if any, the date and time of administration, when and why to omit a dose of the medication, the dose or amount of medication to administer, and the full legal signature and title of the school nurse, building Principal or teacher administering the medication.

C. All recording must be done in ink. Transactions shall not be altered. If an error is made when recording, a pen line shall be drawn through the entry and the correct data recorded and signed. Entries of controlled substances shall be separately maintained and shall be kept for a period of three (3) years from the date of the transaction recorded. A complete and accurate record of all controlled substances on hand shall be made available to the Commissioner of Consumer Protection or his/her agents upon request.

D. The Authorization Form and the completed medication administration record shall be filed in the student's cumulative health record.

E. Records of school personnel trained and authorized to administer medications shall be retained for a period of ten (10) years.

7. Errors in Medication Administration

Any authorized personnel administering medication in accordance with this regulation shall not be liable for civil damages for any personal injuries resulting from acts or omissions in administering medications which constitute ordinary negligence.

A. Errors in medication are:

- (1). Failure to administer medication to a student as ordered;
- (2). Failure to administer medication within the time designated by the Authorized Prescriber;
- (3). Failure to administer the correct dose as ordered;
- (4). Administration of medication not prescribed to the student;
- (5). Failure to administer the medication by the proper route or according to generally accepted standards;
- (6). Administration of a medication not ordered for the student; or
- (7). Administration of a medication not authorized in writing by the student's parent/guardian.

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B. Such errors are to be immediately reported to the school nurse and the building Principal in person or by phone. In the absence of the school nurse, the building Principal is responsible for carrying out any emergency procedures. The Authorized Prescriber and the student's parent/guardian shall be immediately informed of the error.

C. If the student needs medical attention, the procedures found in the student's Emergency Plan shall be followed.

D. An accident/incident report form shall be completed and a copy filed in the student's cumulative health record.

E. Each school health room shall have a list of the following telephone numbers: the Poison Control Center, local emergency numbers, the number of all emergency rooms in the area and the SMA. This list shall be prominently displayed for quick access.

8. General Supervision Exercised by the School Nurse

A. The school nurse is responsible for the general supervision of the administration of medications in the schools to which he/she is assigned. The school nurse shall be available for consultation by phone when not present in school. If there is no school nurse available, the Administrative Supervisor of Ledyard Public Health Nursing Service or the SMA shall provide any consultation necessary.

B. Each school nurse shall:

- (1). Review medication orders or changes in orders and communicate these to the personnel designated to administer medications in his/her absence.
- (2). Set up a plan and schedule to ensure medications are properly administered on time.
- (3). Provide training to building Principals, teachers, licensed physical or occupational therapists and coaches employed by the Board, specified paraprofessionals, and licensed nursing personnel in the administration of medications.
- (4). Support and assist building Principals, teachers, licensed physical or occupational therapists and coaches employed by the Board, specified paraprofessionals, and licensed nursing personnel to prepare for and implement their responsibilities related to the administration of specific medications during school hours.
- (5). Implementation of policies and procedures regarding the receipt, storage and administration of medications.
- (6). Monthly review of all documentation pertaining to the administration of medications to students.
- (7). Work-site observation of medication administration by building Principals, teachers, licensed physical or occupational therapists and coaches employed by the Board, specified paraprofessionals, and licensed nursing personnel as appropriate but at least once every two (2) months.
- (8). Periodic review, as needed, with building Principals, teachers, licensed physical or occupational therapists and coaches employed by the Board, specified paraprofessionals, and licensed nursing personnel regarding the needs of any student receiving medications.
- (9). Review student emergency procedures in the event of a medication error or medical emergency.

Legal References:

Connecticut General Statutes

10-212. School nurses and nurse practitioners. Administration of medications by parents or guardians on school grounds. Criminal history records checks.

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- 10-212a. Administration of medications in schools and at athletic events. Regulations.
(as revised by Public Acts 03-211, 04-181, 07-241 and 07-252
- 10-220i. Transportation of students carrying cartridge injectors.
- 10-220j. Blood glucose self-testing by children. Guidelines.
- 21a-254. Designation of restricted drugs or substances by regulations.
Records required by chapter.
- 52-557b. "Good samaritan law". Immunity from liability for emergency medical assistance, first aid or medication by injection. School personnel not required to administer or render.

Connecticut Regulations of State Agencies 10-212a-1 through 10-212a-7
(Administration of Medicines by School Personnel)

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