

ADMINISTERING MEDICATION AND MONITORING HEALTH CONDITIONS

Definitions

Other designated school personnel may include any individual employed by the district who has consented to administer the medication or otherwise assist the student, and who may legally administer the medication.

Medication may include not only a substance dispensed in the United States by prescription, but also a substance that does not require a prescription, such as over-the-counter remedies, nutritional supplements, and herbal remedies.

Notifications to Parents/Guardians

At the beginning of each school year, the Superintendent or designee shall notify parents/guardians that students who need to take prescribed medication during the school day may be assisted by a school nurse or designated school personnel or allowed to self-administer certain medication as long as the district receives written statements from the student's physician and parent/guardian in accordance with law, Board policy and administrative regulation.

The Superintendent or designee shall inform the parents/guardians of any student on a continuing medication regimen for a nonepisodic condition of the following requirements:

1. The parent/guardian is required to inform the school nurse or other designated employee of the medication being taken, the current dosage and the name of the supervising physician.
2. With the parent/guardian's consent, the school nurse or other designated employee may communicate with the student's physician regarding the medication and its effects, and may counsel school personnel regarding the possible effects of the medication on the student's physical, intellectual and social behavior, as well as possible behavioral signs and symptoms of adverse side effects, omission or overdose.

Parent/Guardian Responsibilities

Before a designated employee administers or assists in the administration of any prescribed medication to any student or any student is allowed to carry and self-administer prescription auto-injectable epinephrine or prescription inhaled asthma medication during school hours, district form 67-3000 "Physician's Medication Authorization and Plan" (PMAP) is to be completed and signed by the physician and the parent/guardian. The original form is for the student's confidential file and a copy for the student health record.

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1. Only medication prescribed by the student's physician as being necessary to be taken by the student in the manner listed on form 67-3000 will be brought to school.
2. Medication brought to school will be given to the student according to the provisions listed on the PMAP. The prescription or manufacturer's container must be clearly labeled with the name of the medication, name of the student, the name of the prescribing provider (a California physician), the pharmacy (California) who dispensed the medication or the manufacturer, the strength of the medication, the amount to be given (dose), method of administration (oral, inhaled, topical, etc.), and the specific time and/or specific situations the medication is given. (Parents/guardians may want to ask the pharmacist for "school packaging," a separate unbreakable container labeled just for the school time dose.)
3. Such medications will be taken by the student in accordance with the physician's instructions and under the supervision of a school employee designated by the principal. The child should know the time to take medication, and not expect school personnel to give reminders.
4. Parents/guardians are responsible for providing medications to the school in accordance with the provisions of this procedure. Staff shall keep all medications in a secure place. Any special instructions for storage or security measures must be written by the physician or pharmacist and given to the Health Clerk or designee so that such instructions can be followed.
5. A list of students needing medication during school hours, including the type of medication, when it is to be given and the dosage, will be maintained at the school in the Health Clerk office. The Health Clerk will provide a copy of the current list, as it changes, to the district Nurse.
6. District form PMAP form must be renewed at the beginning of each school year and for any change in medication.
7. School personnel are not to provide aspirin or any over-the-counter medications to students unless the above procedures are followed.
8. If a student has a current Individualized Education Plan (IEP) from Special Education, the PMAP serves as an Individual Health Support Plan (IHSP) added to the Special Education file. For all other students, this PMAP serves as a Section 504 Plan to accommodate health needs while at school.

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9. Fax copies of the PMAP are permitted until the original copy can be forwarded to the school site.
10. All discontinued and expired medications will not be given. If a change in the prescription occurs, a new PMAP form must be completed as well as a change on the prescription container. If a prescription container does not match the current PMAP form, the medication must not be given to the student.
11. In collaboration with the school, medication times are arranged as advised by a provider (physician) for administration during before and after school authorized programs.
12. Questions concerning medications at school should be directed to the district nurse.
13. Medication may be transported for students in a special education program when written arrangements have been made with the Health Clerk.
14. Medications must be picked up by the parent/guardian or responsible adult before the close of school on the last day of school or they will be discarded.

Psychoactive Medication Administration

1. Psychoactive medications will be administered only in accordance with a continuous regimen and will not be varied or given on an “as needed” basis.
2. The physician must list the targeted behavior and the rationale and diagnosis for the medication being administered.
3. A “Log of the Student’s Behavior” will be maintained by the teacher. The log will become a part of the student’s cumulative folder.
4. Monthly, the medication and behavior logs will be sent to the student’s physician.

Dispensing Short-term Medication

Medications of short duration should be given by a parent/guardian or an authorized adult who comes to school to give the medication after arrangements have been made with the school office.

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However, if a parent/guardian or another authorized adult is unable to dispense medication of a short-term nature to the student and the parent/guardian requests school personnel assistance, a PMAP form must be completed, following the same procedure as long-term (continuing) medication.

Medication in the Possession of the Student – Asthma Inhalers or Anaphylaxis

The parent/guardian and physician may request that rather than being stored in a secure place, the student is allowed to have the medication on his/her person, generally 6th grade or above (inhalers only). The following procedure will be employed with approval of the site administrator and district Nurse.

1. The parent/guardian and physician must state on the PMAP form that the medical condition for which the medication is ordered requires immediate administration of that medication requiring the student to have possession of the medication (inhaler) on his/her person and to self administer the medication without assistance.
2. The district nurse/principal or designee should determine that this situation does not present a hazard to other students.
3. School staff should outline to the student the parameters of his/her responsibility (always having inhaler available when needed, but not using more frequently than ordered, not sharing with other students, etc.
4. Student failure to follow school directions and endangering him/herself or others will result in this privilege being revoked.
5. The student is responsible to report to the office the frequency of use so that it can be monitored and documented as are all other medications administered during the school day.
6. For students to carry and administer their own medication, the provider must circle consent on the front of the PMAP form and determine if the student is competent to self-administer his/her own medication.
7. In accordance with number six above, information on students self-administering inhalers or anaphylaxis shall be maintained in the Health Clerk Office.

Anaphylactic Injections

1. Parents/guardians of students who may require emergency anaphylactic injections shall provide written permission for authorized staff to administer these injections.

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2. Each year, school employees designated by the principal shall receive training in administering anaphylactic injections. The district nurse shall provide this training.
3. The principal or designee shall schedule inservice meetings to:
 - a. Familiarize authorized staff with the prescribed medications and their location.
 - b. Ensure that authorized staff are competent to administer anaphylactic injections.
 - c. Train appropriate school personnel to recognize the symptoms of anaphylactic reactions.

Physicians and parents/guardians of students who may require anaphylactic injections may be invited to attend these meetings.

4. The principal or designee shall ensure that a list naming the students who may need emergency anaphylactic injections is maintained. This list shall be given to all concerned staff and updated annually.
5. All medications for injections shall be labeled with the student's name, type of medicine and expiration date.
6. The parents/guardians of students who carry their own kits for the purpose of anaphylactic injections shall so inform the principal or designee, who shall prepare a list naming these students, give it to concerned staff, and update the list annually.
7. The principal or designee shall post in the school health office a list of symptoms usually associated with anaphylactic reactions and a clear, specific procedure for administering injections in case of emergency. If authorized staff are not available at the time of an emergency, this written procedure will be followed by anyone trained on site who must administer the injection in order to save a life.
8. If the child's life is threatened, a 911 call will be made to the Santee Paramedics at the expense of the child's parents/guardians.

Training of School Personnel

1. School principals or designees shall designate those persons responsible for administering medications in their schools.

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2. The district nurse will conduct an inservice prior to school staff fulfilling this responsibility. The inservice will cover the following:
 - a. Legal requirements
 - b. Method of administration
 - c. Contraindications of drugs frequently ordered and any special drugs ordered on that site
 - d. Possible signs and symptoms of adverse side effects, omission or overdose
 - e. Proper handling and storage
 - f. Record keeping
 - g. Emergency procedures

Dispensing Medication at School Site by Health Clerk or Designee

School personnel give medications in the school when the physician states that administration of the medication is necessary during the school day.

The designated personnel will:

1. Ascertain that the legal requirements for the administration of medication at school have been met.
2. Check physician's statement against medication label. (If there is a discrepancy, DO NOT GIVE MEDICATION.) Designated personnel should ask the district nurse to check on the discrepancy and request from the parent a medication bottle and physician's order that is in agreement. Always check a medication bottle three times before administering medication to ensure the correct prescription is provided to the designated student.
3. Always obtain identification from the student and use the Six Rights of Medication Administration prior to administering medication (Right student, right dosage, right time, right medication, right route and right documentation).
4. Administer prescribed dosage. Be certain that student has swallowed medication.

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5. Notify the district nurse and parent when students who are present in school do not receive their prescribed medication or vomit afterwards.
6. Record date, time, and signature on student medication log each time the medication is given. This must be documented daily and initialed by the person administering the medication. This medication log and authorization form is ultimately to be placed in the student's health folder as a component of the cumulative record.
7. Notify parents/guardians when medication bottle needs to be refilled. (Staff may do this by sending the empty school bottle home and notifying the parent by telephone or note a few days ahead of when the medication is exhausted.)
8. All medication received by the school shall be labeled with the student's name, name of prescribing physician, name of the medication, strength and quantity, dosage to be given at specific times or specific situation, and pharmacist who dispensed the medication.
9. All controlled drugs received for administration at school should be counted and appropriately recorded upon receipt by the parent/Health Clerk.
10. No child is permitted to get his/her own medicine. Only a designated staff member may hand the child his/her medication.
11. No medication prescribed or otherwise, shall be dispensed to students without the proper PMAP on file.
12. All medication accepted by the school for administration to pupils will be stored in a locked secure container. Those persons responsible for administration will have access to the key.

The District Nurse's Responsibilities

The District Nurse will:

1. Review the medication log periodically (monthly if possible).
2. Counsel with school personnel regarding the possible effects of the medication on the student's intellectual and social behavior as well as possible behavioral signs and symptoms of adverse side effects, omission or overdose.
3. Counsel with staff as other drugs not previously ordered are prescribed.

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4. Counsel with student regarding the principles of self-care and encourage understanding of his/her medications so he/she will know to report unusual symptoms.
5. Provide continual inservice to school personnel designated to administer medication.
6. Counsel with parents/guardians and physician should irregularities occur.

Notifications

The Superintendent or designee shall inform all parents/guardians of the following requirements:

1. The parent/guardian of a student on a continuing medication regimen from a nonepisodic condition shall inform the district nurse or other designated certificated employee of the medication being taken, the current dosage and the name of the supervising physician.
2. With the parent/guardian's consent, the district nurse or designee may communicate with the student's physician regarding the medication and its effects and may counsel school personnel regarding the possible effects of the drug on the student's physical, intellectual and social behavior, as well as possible behavioral signs and symptoms of adverse side effects, omission or overdose.