

POLICY
SOMERSET COUNTY
BOARD OF EDUCATION

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1. PURPOSE

To insure proper medication administration.

2. GUIDELINES

Registered Nurses, Licensed Practical Nurses, Certified Medication Technicians, or nurse and principals' designee who has received delegation training by the designated school health official, will administer medication according to protocols in procedures for administering medications in the Somerset County Nurses' Handbook. Medication will be stored in locked containers at all times.

A. Procedures for Administering Medication - The Maryland State Department of Education and the Department of Health and Mental Hygiene recommend that medication administration during school hours be discouraged. Somerset County Public Schools comply with this recommendation. However, there is a need for some students to receive medication while in school; therefore, safe and proper administration of medication is essential. In order to assist local school systems and local health departments, the two departments collaboratively have developed the following guidelines. These guidelines apply to all prescribed and over-the-counter medications. They should be used as a basis for local policies and procedures for the administration of medications. It is also recommended that, when possible, children be allowed to administer their own medication under the designated school health professional's or designee's supervision. These guidelines have been reviewed by the Board of Nursing and are consistent with the Nurse Practice Act.

B. Physician, Nurse Practitioner or Midwife or Dentist Orders. - All prescription and non prescription medication to be given in school must be ordered by a physician, nurse practitioner, dentist or midwife. The order shall be signed by the physician, nurse practitioner, dentist or midwife. A physician's order must be renewed annually even if the order is for a prn(as needed) medication. Verbal orders from a physician, nurse practitioner, dentist or midwife must be taken directly by a Registered Nurse. This order should be recorded by the nurse on the student's health record and must be followed up with a written order from the physician in ten days. If the written order is not received within ten days, then administration of the medication must be discontinued in school. The authorization form should be filed in the student's school health record

- C. **Parental Consent** - Written parental consent is required for each medication. A parent/guardian must sign on the space indicated on the physician's order form provided by the school. The parental consent form must be renewed at the beginning of each school year. Parental consent forms should be filed in the student's school health record.
- D. **Medication Labeling, Storage and Disposal** - The original prescription container must accompany all medication to be given in school. Parents should request two containers (one for school and one for home) from the pharmacist when getting the prescription filled. Medications should be brought to the school by the parent or responsible adult. The amount of medication received should be checked by the school nurse, principal or designee and the amount received documented as soon as the student delivers the medication.
- (1) The original prescription container should be labeled with the following:
 - (a) Name of student
 - (b) Name of medication
 - (c) Dosage of medication to be given
 - (d) Time when medication should be given
 - (e) Route of administration
 - (f) Name of physician ordering medication
 - (g) Date of prescription
 - (h) Expiration date
 - (2) In compliance with the School Health Standards (COMAR 13A.05.05.05-.15), medication should be stored in a locked cabinet. Medications that must be refrigerated should be stored in a locked box in the refrigerator. Access to medication locked in the designated space shall be under the authority of the designated school health professional, the principal and/or designee. If not retrieved by a parent or responsible adult, all medication should be destroyed one week after the expiration date or at the end of the school year. Unused and unclaimed medication should be disposed of by flushing. Sharps (needles, lancets) need to be disposed of in a punctures, proof container. Disposal of this container and other medical waste should follow OSHA guidelines. It is recommended that schools not purchase and store. stock supplies of over-the-counter drugs.
- E. **Administration of Medication** - Designated school personnel, under the direction of the school nurse, and in collaboration with the principal, implement the medication policy. School staff and parents should be informed of the medication policies and procedures periodically during the school year. The following procedure must be followed:
- (1) The parent/guardian must give the first dose of any new prescription or over-the-counter medication, except for prn emergency medications (e.g., Epi-Pen).
 - (2) A record must be maintained every time a medication is given. The record should include student's name, date, time of administration, dosage and signature of person administering the medication.
 - (3) Students will be permitted to self administer medication such as asthma inhalers upon receipt of physician authorization and after the school nurse has evaluated and determined the student's capability to self administer this medication. This evaluation

by the school nurse will occur annually.

Medication may only be administered by designated school personnel. The designated person may administer medication by drops, oral or topical medications only. A list of those persons so designated will be sent to the office of Student Services at the beginning of each school year.

Those persons will receive in service training on medication administration procedures. Records of the date and nature of the training should be maintained.

F. **Administration of Narcotics** - If a narcotic must be administered in school, the guidelines for prescription medications should be followed with the following exceptions:

- (1) The parent/guardian **must** bring the medication to school.
- (2) The administration of the medication cannot be delegated (even if the drug is to be given orally).
- (3) Narcotics should be counted at the beginning and end of each day by the designated school health professional and the principal or designee. The count needs to be recorded each day. When narcotics are given on a prn basis and the designated school health professional is not located in the school on a daily basis, the narcotics should be counted prior to administration and the count recorded.
- (4) If the narcotic is to be given for more than thirty days, the designated school health services professional should contact the parent or physician to validate the continued use of medication.
- (5) The refilling of a prescription for a schedule II controlled dangerous substance is prohibited. Prescriptions for schedules III or IV, if authorized by the prescriber, may be filled or refilled up to six months after the date on which the prescription was issued. A prescription for a schedule III or IV substance may not be refilled more than five times. Each refilling shall be appropriately documented.

G. **Administration of Epinephrine**- In the event that Epinephrine is given for an anaphylactic reaction, 911 will be called and the dispatcher will be informed that epinephrine has been administered. Parent/guardian or emergency contact will be notified.

H. **Administration of Medication on Fields Trips** - Medications should be administered to students on field trips only when absolutely necessary. The timing of doses should be adjusted to occur outside of the field trip period, whenever possible. Medications may be administered on field trips only when previously administered and a parent's permission form and the physician's order form are on file. Parents should be responsible for specialized care of medications, such as refrigeration. The determination of whether a medication is administered during a field trip and by whom should be determined by the designated school health services professional in collaboration with the principal and the parents. Options for administration of medications during field trips may include the following:

- (1) Parent/guardian may accompany student on the field trip and administer the medication.

- (2) A single dose of the medication can be placed in a properly labeled envelope by the designated school health professional to be given on the field trip by school personnel. The school nurse will inform the school staff who will be administering the medication of the medication protocol.
 - (3) Following the field trip the labeled container should be returned to the health suite or the parents. A notation should be made on the student's medication record that the medication was administered. This notation should be initialed by the person who administered the medication.
- I. **Error in Medication Administration** - In the event that an error in the administration of a medication is made (such as giving the incorrect dose, giving incorrect medication to the student or giving a student another student's medication even if the medication was the same drug and dose), the procedures below should be followed:
- (1) The school nurse should assess the student for any side effects and the child's physician should be notified. Appropriate action should be taken based on nursing judgment and/or physician order.
 - (2) The parent, school administrator, prescriber of medication and nursing supervisor should be notified.
 - (3) The specifics of the incident and the action taken should be documented. See Appendix F - Medication Incident Report Form.
- J. **Stolen Medication** - If any medication is reported missing, the school administrator should be notified immediately and procedures for missing property on school grounds should be followed. Since the incident involves drugs, notification of police may be appropriate. Parents should be told so the medication may be replaced. -Documentation is kept of the incident.
- K. **Guidelines for Implementation of Procedures** - The Somerset County Public School System abides by the following guidelines for implementation of procedures. The implementation of procedures (for example, catheterization or enema) should be discouraged in school. If at all possible the procedure is to be carried out before he or she comes to school or after he or she returns home. There are occasions when it is deemed necessary by a physician to implement a procedure in school. When this is necessary, the following guidelines must be met:
- (1) All procedures performed in school must be ordered by a physician, nurse practitioner, dentist or chiropractor using the Physician's Order Form.
 - (2) The order must be signed by the physician, nurse practitioner or chiropractor.
 - (3) A Parental Consent Form must accompany each procedure order.
 - (4) A physician's order must be renewed annually even if the order is for a prn (when necessary) procedure.

- (5) A verbal order or an incomplete order from a physician, nurse practitioner or midwife, dentist or chiropractor must be taken directly by a Registered Nurse. This order must be recorded by the nurse on the student's health record and must be followed up with the completed Physician's Order Form within ten days. If the written order is not received within ten days the implementation of the procedure must be discontinued in school until the complete written order is received. The Physician's Order Form should be filed in the student's school health record.

- (6) Written parental consent is required for each procedure ordered by the physician and for each new order even if the procedure was previously performed in school. Parental consent forms should be filed in the student's school health record.