



CONSOLIDATED SCHOOL DISTRICT OF NEW BRITAIN

Board Policy Statement

5141.21 - Administration of Medication by School Personnel

Approved on June 17, 1996

Licensed physicians, licensed nurses and designated members of the certified staff employed by the New Britain Board of Education may administer medication to students in accordance with Connecticut General Statute Sections 10-212a and 52-557b, regulations promulgated under those laws and the Board's Administrative Procedure concerning Administration of Medication by School Personnel.

Students who meet the requirements of Connecticut Agencies Regulation 10-212a-4 may self-administer prescribed medication under the general supervision of the school nurse.



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Administrative Procedure

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Approved on June 17, 1996

The Administrative Procedure and Board Policy 3-13 regarding administration of medication in the New Britain Public Schools shall be reviewed with all employees, by the principal and school nurse in each school at the first meeting of each school year.

I. Administration of Medication by School Nurse or School Medical Advisor

- A. Medication (as defined by State Statute and regulation and including aspirin, ibuprofen, or an aspirin substitute containing acetaminophen) may be administered to students of the New Britain Public Schools during the school day or at school sponsored events as follows:
 - a. By a licensed RN or the school medical advisor only, except as provided in Section II below, and,
 - b. Upon the written order of a licensed physician or licensed dentist, and,
 - c. With the written permission of a parent or legal guardian, and,
 - d. Such licensed individuals may administer medication by inhalation, ingestion, injection or any other means as prescribed.

II. Administration of Medication by Other Than Licensed Medical/Nursing Staff

- A. Medication may be administered to students of the New Britain Public Schools during the school day or at school sponsored events by school principals, teachers, licensed physical or occupational therapists, and coaches of intramural and interscholastic athletics who are certified teachers, only in the absence of the school nurse as follows:
 - a. Upon a written order of an authorized prescriber, and,
 - b. With the written authorization of a parent or legal guardian, and,
 - c. Only if designated by the school medical advisor and under general supervision of the school nurse, and,
 - d. Only if properly trained to safely administer medications, in accordance with State Department of Health Services and State Department of Education regulations. Such training shall include

information on the procedural aspects of medication administration, the safe handling and storage of medications, recording the medication needs of specific students, medication idiosyncrasies and desired effects, potential side effects or untoward reactions.

- e. Teacher and principals, licensed physical/occupational therapists and coaches of intramural and interscholastic athletics who are certified teachers, so designated:
 - i. May not administer investigational drugs, i.e. not received FDA approval.
 - ii. May administer oral, topical or inhalant medications.
 - iii. May administer medication by injection only to a student with a medically diagnosed allergic condition which requires prompt treatment to protect against serious harm or death (and only if he/she has received specific training by the school medical advisor as to injection of medication).
- f. Paraprofessionals can administer medication ONLY to students with a medically diagnosed allergic condition that are in need of medications. Examples of medication include, but not limited to Benadryl and/or cartridge injectors.
 - i. School nurse supervisor and school medical advisor must approve the plan in order for a paraprofessional to administer medication.
 - ii. The plan for the paraprofessional to administer medication must be: 1) for a specific paraprofessional; 2) specific student; 3) a parent authorization and order from an authorized prescriber must be complete; 4) school nurse to provide training, supervision and determine competency of paraprofessional to administer medication.
- g. The Board must document, on an annual basis, that training in the proper administration of medication has been provided to designated teachers and principals, that such individuals have successfully completed such training, and that informational updates and review of training procedures be done. A list of principals, teachers, licensed occupational and physical therapists and coaches of intramural and interscholastic athletics who are certified teachers, so training shall be kept by each school nurse and updated annually by each school nurse.

III. Self-Administration of Medication by Students

- A. A student may not self-administer non-prescription medication during the school day or at a school sponsored event unless:
 - a. A physician provides a written order for self-administration; and there is written authorization from the student's parent or guardian, and,
 - b. Students with a known allergic reaction who are able to self-administer their own medication are allowed to carry their own cartridge injectors, and,
 - c. The school nurse has evaluated the situation and deemed it to be safe and appropriate; has documented this on the student's cumulative health record; and has developed a plan with student's parents that includes guidelines for supervision, and,

- d. The school nurse will inform the principal and appropriate teachers that the student is self-administering medication and, self-medication is brought to school nurse in its original container by parents or guardians.

IV. Medication Administration by a Licensed Nurse Not Employed or Contracted by the Board of Education

There may be times when a physician may request that a licensed nurse not employed by the Board of Education administer medication to a student during the school day. Personnel from an outside agency must sign in at the school's main office and receive a visitor's badge/pass.

- A. Outside agency nurse must show the following credentials to the school nurse in the building where medication will be administered:
 - a. Nursing license of verification by agency, in writing, that nurse holds current license and that nurse is acting as their agent.
- B. In accordance with Connecticut General Statute, Section 10-212a and 52-557b, the following are necessary before medication is administered to students:
 - a. Written order of a licensed physician or dentist.
 - b. Written permission of parent or legal guardian.
- C. Written emergency care plan must be presented to the school district nurse prior to medication administration and must be at the school that contains at minimum the following:
 - a. Care of student if side effects/problems occur from medication.
 - b. Plan if agency nurse is unable to administer medication.
- D. Written explanation from prescribing healthcare provider as to why an outside agency is being utilized. The parent/guardian's signature must be included on this document. Length of proposed medication treatment must also be clearly documented in the note.
- E. Copies of written order for administration of medication, parent permission, emergency care plan and written explanation must be sent to the Director of Pupil Services, School Media Advisor and the Lead Nurse for approval before administration of medication begins.

V. Emergency Medication

In the event a student has an adverse reaction to medication, the school nurse, (or in the absence of the school nurse the school principal), shall be immediately notified. The school principal (or his/her designee) shall be responsible for all decision-making in the absence of the school nurse. If it is determined that the student is in need of medical assistance, 911 will be called. The Principal or designee will notify parent/guardian.

VI. Error Made in Medication Administration

- A. An "error" is the failure to administer a medication to a student, or; staff within the time designated by the prescribing practitioner; administer the specific medication prescribed for a student or; staff administer the correct dosage of medication, administer medication by the proper route, administer the medication according to generally accepted standards of practice, and/or administration of a medication

to a student or staff which is not ordered, or in the case of aspirin, ibuprofen or an aspirin substitute without the parent's written authorization.

- B. If such an error has been made in the administration of medication the following steps shall be taken:
- a. The student's physician, school medical advisor and the school nurse must be notified immediately by telephone. If the nurse has made the error she will immediately notify the student's physician, the school medical advisor and student's parent/guardian.
 - b. If the student's physician, school medical advisor or nurse feels an emergency has occurred which requires medical treatment, the parent or guardian is to be notified and the student transported for treatment by the parent or, by school personnel if the parent is unable to respond for any reason (or ambulance in a true emergency).
 - c. A report shall be completed using an incident report authorized by the Board of Education.
 - d. Any error in the administration of a medication shall be documented in the student's cumulative health record.

VII. Medical Emergencies

- A. In the event an adverse reaction to medication or error in medication administration results in the need for emergency medical assistance to a student on school grounds, at a school sponsored event or in a school building, the following procedures shall be followed:
- a. A school nurse is authorized to render emergency assistance to the student in need.
 - b. Any employee other than the school nurse who has successfully completed a course in First Aid and who is so certified by the American Red Cross, American Heart Association or a department of health services is authorized to render emergency assistance to the student in need.
 - c. Any employee other than the school nurse who has successfully completed such a First Aid course and a course by a licensed physician in the administration of medication by injection is authorized to render emergency care by injection of medication to the student in need.

Such authorized individuals who render emergency medical assistance are immune from civil liability for personal injuries to the student which constitute ordinary negligence (but not which constitute gross, wilful or wanton negligence) in accordance with Connecticut General Statutes 52-557b as it may amended.

VIII. Supervision by School Nurse

- A. Availability on a regularly scheduled basis to:
- a. Review orders or changes in orders, and communicate these to the personnel designated to give medication for appropriate follow-up
 - b. Set up a plan and schedule to ensure medications are given

- c. Provide training to principals, teachers, licensed occupational, physical therapists and coaches of intramural and interscholastic athletics who are certified teachers, and other licensed nursing personnel in the administration of medications
 - d. Support and assist other licensed nursing personnel, licensed occupational, physical therapists and coaches of intramural and interscholastic athletics who are certified teachers, principals, and teachers to prepare for and implement their responsibilities related to the administration of specific medications during the school day or at school sponsored events
 - e. Provide consultation by telephone or other means of telecommunication. In the absence of the school nurse, a licensed physician or registered nurse may provide this consultation.
- B. Implementation of policies and procedures regarding receipt, storage, and administration of medications;
 - C. Monthly review of all documentation pertaining to the administrations of medications for students;
 - D. Work-site observation of medication administration by teachers, principals, licensed occupational, physical therapists and coaches of intramural and interscholastic athletics who are certified teachers, who have been newly trained;
 - E. Periodic review, as needed, with licensed nursing personnel, principals, teachers, licensed occupational, physical therapists and coaches of intramural and interscholastic athletics who are certified teachers, regarding the needs of any student receiving medication.

IX. Handling, Storing and Disposing of Medications

- A. All medications, including those approved for transporting by students for self-medication, shall be delivered by the parent or other responsible adult and shall be received by the nurse assigned to the school. The nurse must examine on-site any new medication, medication order and permission form and develop a medication administration plan for the student before any medication is given by any school personnel.
- B. All medications shall be kept in a designated locked container, cabinet or closet used exclusively for the storage of medication. In the case of controlled substances, they shall be stored separately from other drugs and substances in a separate, secure, substantially constructed, locked metal or wood cabinet.
- C. Access to all stored medications shall be limited to persons authorized to administer medications. Each school shall maintain a current list of those persons authorized to administer medications
- D. All medications, prescription and nonprescription, shall be stored in their original containers and in such a manner as to render them safe and effective.
- E. Medications requiring refrigeration shall be stored in a refrigerator at no less than 36 degrees F and no more than 46 degrees F.
- F. All unused, discontinued or obsolete medications shall be removed from storage areas and either returned to the parent or guardian or, with the permission of the parent or guardian, destroyed:
 - a. Non-Controlled drugs shall be destroyed in the presence of at least one (1) witness;

- b. Controlled drugs shall be destroyed in accordance with CFR 1307.21 or by surrender to the Commissioner of the Department of Consumer Protection. Controlled drugs shall be destroyed in accordance with CFR 1307.21 or by the surrender to the Commissioner of the Department of Consumer Protection. Controlled medication (i.e. Ritalin) that is accidentally dropped and needs to be disposed of requires the nurse and principal (or designee) to witness destruction. Two signatures are needed on the medication administration record: (1) the nurse destroying the medication and, (2) the principal (or designee) to verify medication destruction.
- G. No more than a forty-five (45) school supply of a medication for a student shall be stored at the school.
- H. No medication for a student shall be stored at a school without a current written order from a physician or dentist.

X. Documentation and Record Keeping

- A. The school nurse is required to maintain records for controlled and non-controlled medications at each school for each student who receives medication during the school day or at school sponsored events.
 - a. The record shall include:
 - i. the name of a student
 - ii. the name of the medication
 - iii. the dosage of the medication
 - iv. the route of administration
 - v. the frequency of administration
 - vi. the name of prescribing physician and parent
 - vii. the date the medication was ordered
 - viii. the quantity received
 - ix. the date the medication is to be reordered
 - x. any student allergies to food and/or medicine
 - xi. the date and time of administration or omission including the reason for omission
 - xii. the dose or amount of drug administered
 - xiii. the full legal signature of the nurse, principal or teacher administering the medication
 - b. Transactions shall be recorded in ink and shall not be altered.
 - c. Administration records for controlled medications (i.e. Ritalin) are to be kept in the school where the medication was administered for three years. Each school is to establish a locked file for each school year. The school nurse is to record appropriate information in section VII on the CHR at the end of the school year or when medication is discontinued.
 - d. The school nurse is to record appropriate information for non-controlled medication in section VII on CHR at the end of the school year or when medication is discontinued. Administration records do not have to be kept once information is recorded on the CHR.
 - e. The medication administration record for controlled medication shall be made available to the Connecticut State Department of Health Services upon request.

- B. The written order of the physician, the written authorization of the parent or guardian and the completed medication administration record for each student shall be filed in the student's cumulative health record.
- C. A physician's verbal order, including a telephone order, for a change in any medication, can be received only by a school nurse. Any such verbal order must be followed by a written order within three (3) school days. Faxed orders are in acceptable written order.
- D. A physician's verbal order, including a telephone order, for a change in any medication, can be received only by a school nurse. Any such verbal order must be followed by a written order within three (3) school days.

XI. Required Review of This Procedure

This Administrative Procedure and Board Policy 5141.21 shall be reviewed at least biennially by the Board with the advice and assistance of the school medical advisor.