

Series 4000 Students

Section 4400 Student Health Services

Policy 4404 Administration of Medication

Purpose

Good health and safety are essential to student learning. The administration of medication to students during the school day should be discouraged unless absolutely necessary for the student's health. Administration of medication during the school day is essential to allow some students to attend school. This policy establishes the standards that must be followed when any medication is required to be administered during attendance at school or school related events and to provide for emergency medication administration, when necessary.

An objective of this medication administration policy is to promote individual responsibility. This can be achieved by education students and their families.

Application

These regulations apply to school nurses, administrators, other authorized school employees, contracted school nurses, and contracted licensed health care providers administering medication to students in the Harrison County public school system.

Definitions

- “Administration of medication” means a health care procedure that provides medication by mouth, topically, or by another route as designated by written or standing orders from a licensed prescriber.
- “Administrator’s designee” means an employee (excluding the school nurse) who is designated by the building administrator and the school nurse is trained to administer non-prescribed over-the counter (OTC) medication, and agrees to administer non-prescribed OTC medications
- “Designated qualified personnel” means an employee who agrees to administer prescribed medications, is authorized by the administrator/principal and school nurse successfully completes training by the certified school nurse as defined in West Virginia Board of Education Policy 2422.7, Standards for Basic and Specialized Health Care Procedures (126CSR25A), hereinafter Policy 2422.7, and is qualified for the delegation of the administration of prescribed medications by the certified school nurse. Designated qualified personnel must also meet the specifications in W. Va. Code §18-5-22 (d) and (e) which includes delegation of specialized health care procedures and medications to teachers, aides and secretaries (medication only).

- Licensed health care provider means an allopathic physician or an osteopathic physician, podiatrist, registered nurse, practical nurse, advanced practice registered nurse, physician assistant, dentist, optometrist, pharmacist or respiratory care professional licensed under W. Va. Code §30-7-1, et seq.
- “Licensed prescriber” means licensed health care providers with the authority to prescribe medication as per their scope of practice.
- “Long-term and Emergency Prescribed Medication” means medication ordered by a licensed prescriber that is used to treat acute and chronic health conditions including both daily and PRN (as needed) medication.
- “Harrison County Schools Medication Form” means a form, inclusive of an order for prescribed medication, completed and signed by a licensed prescriber with a parent/guardian signature of permission in order to authorize medication administration to said parent’s/guardian’s child. The form must include the following: student name; date; allergies; medication name, dosage, time and route; intended effect of medication; other medication(s) taken by student; licensed prescriber and parent/guardian signature.
- “Medication log” means the individual medication record or medication log used to record the administration of medication to a student.
- “Non-prescribed Medication” means medication and food supplements that have been approved by the Food and Drug Administration and may be obtained OTC without a prescription from a licensed prescriber.
- “Prescribed Medication” means medication with a written order signed by a licensed prescriber.
- “School Nurse” is defined as a registered professional nurse, licensed by the West Virginia Board of Examiners for Registered Professional Nurses (W. Va. Code §30-7-1, et seq.), who has completed a WVDE approved program as defined in West Virginia Board of Education Policy 5100, Approval of Educational Personnel Preparation Programs (126CSR114) and meets the requirements for certification contained in West Virginia Board of Education Policy 5202, Minimum Requirements for the Licensure of Professional/Paraprofessional Personnel and Advanced Salary Classification (126CSR136). The school nurse must be employed by Harrison County Schools.
- “School-related event” means any curricular or co-curricular activity, as defined in West Virginia Board of Education Policy 2510, assuring the Quality of Education: Regulations for Education Programs (126CSR42), that is conducted outside of the school environment and/or instructional day. Examples of co-curricular activities include the following: band and choral presentations; theater productions; science or social studies fairs; mathematics field days; career/technical student organizations' activities; or other activities that provide in-depth exploration or understanding of the content standards and objectives appropriate for the students' grade levels.

- “Self-administration” means medication administered by the student under the approval, assessment and supervision of the school nurse with a licensed prescriber order and parent/guardian permission. The self-administration of prescribed medication may also include medication taken by a student in an emergency or an acute situation (e.g., rescue inhaler, epinephrine, diabetic medication, etc.).

Authorization

Authorized personnel include certified school nurses, other licensed health care providers, administrators, teachers, aides and secretaries as defined in W. Va. Code §§18-1-1, 18A-4-8 and 18-5-22.

Roles and Responsibilities

Role of the school administrator/principal

- Provide appropriate, secure, and safe storage and access of medications.
- Provide a clean, safe environment for medication administration.
- Provide a mechanism for safely receiving, counting and storing medication
- Provide a mechanism for receiving and storing appropriate medication authorization forms.
- Select potential candidates for medication administration (prescribed and non-prescribed OTC) with the assistance of the school nurse.
- Assign qualified employees, who meet a satisfactory level of competence for prescribed medication administration as defined in Policy 2422.7 and non-prescribed OTC medication as determined by the WVDE.
- Coordinate with the school nurse, development of procedures for the administration of medication during school-related events with classroom teachers, parents/guardians, designated qualified personnel and administrator’s designees.
- Provide scheduled time for designated school personnel to be Cardiopulmonary Resuscitation (CPR) with Automated External Defibrillation (AED) certified and first aid trained according to Policy 2422.7 to meet qualifications for administering medications whether prescribed or non-prescribed OTC medication.
- Any high school principal has the discretion to allow high school students to carry and self-administer non-prescribed OTC medication with parent/guardian written authorization on file in the office for the current school year, unless restricted by the administrator/principal and school nurse. Any OTC medication carried by a student must be in an original container.

Role of the school nurse

- Determine if the administration of prescribed medication may be safely delegated to designated qualified personnel.

- Contact the parent/guardian or licensed health care provider to clarify any questions about prescribed medication that is to be administered in the Harrison County public school system.
- Manage health related problems and decisions. In the role of manager, the nurse is responsible for standards of school nurse practice in relation to health appraisal, health care planning and maintenance of complete and accurate documentation. For students needing long-term and emergency prescription medication to attend school, the school nurse shall assess the student, review the licensed prescriber's orders, promote implementation of needed health, safety procedures, and develop a health care plan and an optional intervention guide if deemed appropriate.
- Utilize the "West Virginia Board of Examiners for Registered Professional Nurses Guidelines for Determining Acts that May Be Delegated or Assigned by Licensed Nurses", June 2009, and any revisions thereof, as the mechanism for determining whether or not the administration of prescribed medications may be delegated.
- Provide and/or coordinate training, as defined in Policy 2422.7, for all school employees designated to administer prescribed medication.
- Validate and document student knowledge and skills related to self-administration of prescribed medication.

Role of designated qualified personnel/administrator's and school nurse designee

- Successfully complete the CPR with AED certification, First Aid, and the medication administration portion of training, as defined in Policy 2422.7. Designated qualified personnel who are providing medication administration for a one-time school-related event/field trip are exempt from the requirements of CPR with AED certification and first aid training.
- Store and administer medication, complete the medication document and report medication incidents as outlined in this policy.
- Meet the specifications in W. Va. Code §18-5-22 (d) and (e) which includes teachers, aides and secretaries.

Role of the parent/guardian

- Administer the initial dose of any medication at home, except for emergency medications and unless otherwise directed by the licensed prescriber and/or a court order.
- Provide completed and signed Harrison County Schools Medication Form, which indicates student name; date; allergies; medication name; dosage, time, and route; intended effect of medication; other medication(s) taken by student; licensed prescriber and parent/guardian signature.
- Shall provide school with completed medication authorization form for prescribed medication(s) and emergency contact information including parent name, address, phone numbers and at least two telephone numbers other than parent/guardian in case of emergency.
- Shall supply medication and ensure that medication is delivered by an adult to the school in a current and properly labeled container. Give the medication to the person authorized

by the administrator/principal and school nurse to receive, store, and administer medication.

- Maintains effective communication pertaining to medication administration including, but not limited to, changes in medication dosage, time or the discontinuation of medication. A signed physician order must be provided for any changes or discontinuation of medication.
- Replenish long-term and emergency prescribed medication as needed. If emergency medication or medication authorization form is not provided to the school, the safety and welfare of the student is placed at risk. The student should not attend school until both the medication and medication authorization form are provided to school personnel with a review and delegation from the school nurse. The Student Assistance Team (SAT), Section 504 or Individualized Education Program (IEP) team must regard the lack of emergency lifesaving medication(s) as child neglect.
- Retrieve unused or expired medicine from school personnel no later than 30 days after the authorization to give the medication expires or on the last day of school. Any un-retrieved medications will be properly disposed of by the school nurse.

Role of the student.

- Consume the medication in the specified manner, in as much as his/her age, development and maturity permit.
- Self-administer prescribed emergency or acute medications, such as but not limited to epinephrine, insulin or asthma inhaler when the prescription indicates that said student may maintain possession of the medication. The student must be able to bring the medication to school, carry the medication in a safe and responsible manner, and use the medication only as prescribed.

Administration of Prescribed Medication.

- Prescribed medications shall be administered after receiving a completed Harrison County Schools Medication Form from a licensed prescriber with parent/guardian signature.
- Prescribed medication shall be in the originally labeled container from the pharmacy, which includes the following:
 1. Student's name,
 2. Name of the medication,
 3. Reason(s) for the medication (if to be given only for specific symptoms),
 4. Dosage, time and route,
 5. Reconstitution directions, if applicable, and
 6. The date the prescription and/or medication expires.
- Prescribed OTC Medication(s)
 1. Student's name (affixed to original manufacturer's bottle),
 2. Name of the medication,

3. Reason(s) for the medication (if to be given only for specific symptoms),
 4. Dosage, time and route,
 5. Reconstitution directions, if applicable, and
 6. The date the prescription and/or medication expires.
- Medication administration steps must be followed exactly as outlined in Policy 2422.7.
 - Medication administration must take place in a clean and quiet environment where privacy may be established and interruptions are minimal.
 - The school nurse is to be contacted immediately when a prescribed medication's usage, appearance, or dosage is questioned. The school nurse shall take the appropriate steps to assure the medication is safe to administer.
 - The school nurse is to be contacted immediately when a student's health condition suggests that it may not be appropriate to administer the medication.
 - When a student's medical condition requires a change in the medication dosage or schedule, the parent must provide a new written Harrison County Schools Medication Form from a licensed prescriber and container. This must be given to designated personnel within an appropriate time frame.
 - Stock medications are not permitted in the Harrison County school system with the exception of stock epinephrine W. Va. Code §18-5-22c. Parents/guardians must provide epinephrine auto injector for students with current medical diagnoses of anaphylaxis along with a Harrison County Schools Medication Form.
 - Medication administration incidents include, but are not limited to, any deviation from the instructions provided by the licensed health care provider. The school nurse and administrator/principal shall be contacted immediately in the event of a medication incident. The school nurse or administrator/principal shall do the following:
 1. Contact the physician and parent/guardian, if necessary.
 2. Implement the school nurse or administrator recommendation and/or licensed prescriber order in response to a medication incident.
 3. Document all circumstances, orders received, actions taken and student's status.
 4. Submit a written report to the principal/administrator, coordinator of health services and county superintendent at the time of the incident. The report should include the name of the student, the parent/guardian name and phone number, a specific statement of the medication incident, who was notified, and what remedial actions were taken.
 - Self-administration of medications shall be permitted in accordance with W. Va. Code §§18-5-22a, 18-5-22b and 18-2K-1, et seq., after the following conditions are met:

1. A written medication authorization form is received from the parent/guardian and licensed prescriber for self-administration of medication.
2. A written statement is received from a licensed prescriber which contains the student name, purpose, appropriate usage, dosage, time or times at which, or the special circumstances under which the medication is to be administered.
3. The student has demonstrated the ability and understanding to self-administer medication by passing an assessment by the school nurse evaluating the student's technique of self-administration and level of understanding of the appropriate use of the medication.
4. The parent/guardian has acknowledged in writing that they have read and understand a notice provided by Harrison County Schools stating that the school, county school board and its employees and agents are exempt from any liability, except for willful and wanton conduct, as a result of any injury arising from the self-administration of medication.
5. The permission to self-administer medication shall be effective for the school year for which it is granted and all documents related to the self-administration of medication shall become part of the student health record.
6. The permission to self-administer medication may be revoked if the school nurse finds that the student's technique and understanding of the use of medication is not appropriate or is willfully disregarded.

Administration of Non-Prescribed OTC Medication.

- Non-prescribed OTC medications shall be administered under the discretion of the building level administrator/principal only after meeting the following requirements (registered nurses and licensed practical nurses **cannot administer** non-prescribed OTC medication without an order from a licensed prescriber):
 1. Harrison County Schools Medication Form is provided from the parent/guardian.
 2. The school administrator/principal has the authority to determine if the administration of the non-prescribed OTC medication may be safely delegated to the administrator's designee.
 3. The school administrator/principal has the authority to contact the parent/guardian or a licensed health care provider to clarify any questions about the medication being administered.

Medication Storage, Inventory, Access and Disposal.

- Each school shall designate space in the building to store student medication, at the correct temperature, in a secure, locked, clean cabinet or refrigerator, as required. Schools shall maintain epinephrine auto-injectors in a secure, unlocked, location, which is only accessible

to school nurses, health care providers and authorized nonmedical personnel and not by students.

- All medication shall be entered on a medication log and routinely monitored for expiration and disposal.
- Access to medications shall be under the authority of the administrator of the school in conjunction with the school nurse assigned to that school.
- An appropriate supply of long-term and emergency prescribed medication may be maintained at the school in amounts not to exceed school dosages within each calendar month.
- School personnel shall dispose of unused or expired medicine unclaimed by the parent/guardian no later than 30 days after the parent/guardian medication authorization expires or on the last day of school whichever comes first.
- Medication disposal shall be done in a manner in which no other individual has access to any unused portion. Two individuals will witness the disposal of the medication and the procedure must be documented on the appropriate form related to the specific student.

Emergency Medication.

- The West Virginia Board of Examiners for Registered Professional Nurses allow for the delegation of certain prescribed emergency medication. According to the BSHCP manual, there are emergency medications that can only be administered by licensed nurses such as intranasal midazolam (Versed). The following medications have been approved for school nurses to decide the ability to delegate, train and continuously supervise school personnel to administer when a diagnosis and order are in place and the school nurse or licensed practical nurse is not available to provide such care:
 1. Glucagon;
 2. Epinephrine;
 3. Rectal diazepam (i.e. Valium) can only be delegated to unlicensed school personnel if ordered by the student's physician and the certified school nurse provides the final determination to allow delegation; or other emergency seizure medications
 4. Albuterol or other emergency asthma medication.
- Harrison County Schools may possess and maintain at the school a supply of epinephrine auto injectors for use in emergency medical care or treatment for an anaphylactic reaction. A prior diagnosis for a student or school personnel requiring the use of epinephrine auto injectors is not necessary to permit the school to stock epinephrine auto injectors.
- Epinephrine auto injectors shall be maintained by the school in a secured, unlocked location which is only accessible by school nurses, health care providers and authorized nonmedical personnel and not by students.

- An allopathic physician licensed to practice pursuant to the provisions of this code or an osteopathic physician licensed to practice pursuant to this code may prescribe within the course of his or her professional practice standing orders and protocols for use when necessary by a school which wishes to maintain epinephrine auto-injector pursuant to the provisions of this section.
- School nurses are authorized to administer an epinephrine auto injector to a student or school personnel during regular school hours when the school nurse medically believes the individual is experiencing an anaphylactic reaction. A school nurse may also use the school supply of epinephrine auto injectors for a student or school personnel authorized to self-administer that meet the requirements of a prescription on file with the school.
- Designated qualified school personnel who have been trained in the administration of an epinephrine auto injector by the school nurse and who have been designated and authorized by the school to administer the epinephrine auto injector to a student or school personnel during regular school hours when the authorized and designated nonmedical school personnel reasonably believes, based upon their training, that the individual is experiencing an anaphylactic reaction. Designated qualified school personnel may also use the school supply of epinephrine auto injectors for a student or school personnel authorized to self-administer that meet the requirements of a prescription on file with the school.
- The parent/guardian of a student who was administered a school maintained epinephrine auto injection shall be provided with a comprehensive notification immediately. The comprehensive notification should include date and the approximate time the incident occurred, symptoms observed, who administered the injection, the rationale for administering the injection, the response to the epinephrine administration, the dose of epinephrine administered, the current location of the student and any other necessary elements to make the students' parents fully aware of the circumstances surrounding the administration of the injection.
- A school nurse or designated qualified school person who administers an epinephrine auto injection to a student or to school personnel as provided in this section is immune from liability for any civil action arising out of an act or omission resulting from the administration of the epinephrine auto injection unless the act or omission was the result of the school nurse or trained and authorized nonmedical school personnel's gross negligence or willful misconduct.
- Harrison County Board of Education will provide training on anaphylaxis and allergy awareness for food service workers and others deemed appropriate by the administration and/or the school nurse.
- Harrison County Schools is required to report each reaction resulting in the administration of epinephrine injections in their county. The incident will be reported to the West Virginia Poison Center by calling 1-800-222-1222 after emergency medical services have transported the student or staff member to acute care. The notification should include the name of the

student, the student's age and gender, date and the approximate time the incident occurred, symptoms observed, who administered the injection, the name of the school the student attends, a contact telephone number, the rationale for administering the injection, the response to the epinephrine administration, the dose of epinephrine administered, and any other necessary elements to provide a complete report for the individual situation. The West Virginia Poison Center will provide the data upon request to the public schools, local boards of education and annually to the State Superintendent of Schools.

-Confidentiality, Documentation and Reporting.

- Student information related to diagnosis, medications ordered and medications given must be maintained according to The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. §1232g; 34 CFR Part 99) and in such a manner that no one could view these records without proper authorization as specified in West Virginia Board of Education Policy 4350, Procedures for the Collection, Maintenance and Disclosure of Student Data (126CSR94).
- Documentation of medication administration shall include the following information:
 1. Student name,
 2. Medication(s) name,
 3. Dosage, time and route of medication('s) administration,
 4. Reaction(s) or untoward effects,
 5. Reason(s) the medication was not administered; and
 6. Date and signature of person administering medication.
- Receiving and documenting of verbal orders from a licensed prescriber is allowable by the school nurse or the licensed health care provider. The verbal order shall be confirmed with a new written medication authorization form within five school days.
- Report medication incidents (e.g., wrong dose, incorrect medication administered, other medication errors, etc.) and medication overdoses to the West Virginia Poison Center at 1-800-222-1222.

Consequences of Policy Violation

- If a student violates the policy regarding medication administration, action will be based upon West Virginia Board of Education Policy 4373, Expected Behavior in Safe and Supportive Schools (126CSR99).
- Failure of school personnel to comply with the above rules shall result in personnel disciplinary actions based on West Virginia Board of Education Policy 5310, Performance Evaluation of School Personnel (126CSR142) and West Virginia Board of Education Policy 5902, Employee Code of Conduct (126CSR162).

Approved by Harrison County Board of Education

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