

ADMINISTERING MEDICATION TO STUDENTS

The Biddeford School Committee acknowledges that in certain instances it may be necessary for a student to have medication administered to him/her while in attendance at school. Although the School Committee discourages the administration of medication on school premises where other options exist, it shall not deny educational opportunities to students requiring the administration of medication in order to participate in the school program and/or where there are no other options.

The intent of this policy is to promote the safe administration of medications to students by school personnel and to provide for authorization of student emergency self-administration of medication from asthma inhalers and epinephrine pens. The Committee encourages collaboration between parents/guardians and the schools in these efforts. The Committee disclaims any and all responsibility for the diagnosis, prescription of treatment, and administration of medication for any student, and for any injury arising from a student's self-administration of medication.

I. DEFINITIONS

“Administration” means the provision of prescribed medication to a student according to the orders of a health care provider.

“Health care provider” means a medical/health practitioner who has a current license in the State of Maine with a scope of practice that includes prescribing medication.

“Indirect supervision” means the supervision of an unlicensed school staff member when the school nurse or other health care provider is not physically available on site but immediately available by telephone.

“Medication” means prescribed drugs and medical devices that are controlled by the U.S. Food and Drug Administration and are ordered by a health care provider. It includes over-the-counter medications prescribed through a standing order by the school physician or prescribed by the student's health care provider.

“Parent” means a natural or adoptive parent, a guardian, or a person acting as a parent of a child with legal responsibility for the child's welfare.

“School nurse” means a registered professional nurse with Maine Department of Education certification for school nursing.

“Self-administration” is when the student administers medication independently to him/herself under indirect supervision of the school nurse.

“Unlicensed school personnel” are persons who do not have a professional license that allows them, within the scope of that license, to administer medication.

II. PARENT/LEGAL GUARDIAN WRITTEN REQUEST

In the event that no alternative exists, the parent/legal guardian may request in writing that medication be administered to the student during the school day. Such written request shall provide for an acknowledgment and agreement that unlicensed personnel may administer the medication as per health care provider’s instructions. In addition, such a request shall indicate that information regarding the student’s medication may be shared with appropriate school personnel. Parents may, if they so choose, reveal the reason (diagnosis) for the administration of medication; however, the provision of such information is optional and disclosure shall not be compelled.

III. HEALTH CARE PROVIDER’S ORDER

Parental requests must be accompanied by a written order from the student’s health care provider, substantiating the fact that the administration of a particular medication during the school day is necessary for the pupil’s health and attendance in school. Such order shall state any unique administration procedure, if appropriate. Such order shall also include:

- A. Student name;
- B. Name of medication;
- C. The nature (e.g., liquid, tablet) and amount of the medication provided to the school;
- D. The individual dosage;
- E. The route of administration;
- F. The specific frequency with which the medication is to be administered;
- G. The length of time for which the medicine is prescribed—no longer than for the current school year; and
- H. The personnel to be notified in the event complications arise with the administration of medication, including missed medication and, if appropriate, how to reach those persons to be notified.

IV. INSUFFICIENT INFORMATION AND REQUESTS FOR LICENSED PERSONNEL

In those circumstances where the school nurse believes that the prescription does not provide sufficient specificity on when it should be administered or when the health care provider has designated that he/she does not want the medication administered by unlicensed personnel at the school, the Principal shall be immediately informed and shall schedule a meeting of the nurse, the building administrator, the parent(s) and other appropriate professionals to discuss alternative options for administration of medication for the student.

V. MISCELLANEOUS PROVISIONS

- A. All medication shall be delivered to the school in its original container by the student's parent/legal guardian. In the event this is not practical, the parent/legal guardian will contact the school in order to request alternate arrangements.
- B. Only a limited, necessary supply (enough for up to 20 school days) can be kept in the school. The parents are responsible for supplying the school with the prescribed medications, providing labeled containers, keeping medications current, supplying medical devices (e.g., nebulizers, Epi pens, insulin pumps, glucose monitors, insulin pens) and helping to maintain these devices. If, at the end of the school year, medication has not been picked up, it will be destroyed. Furthermore, it shall be the parent's responsibility to notify the school of any changes in or the discontinuation of a prescribed medication that is being administered to the child in school.
- C. All medication will be appropriately maintained and secured by the school nurse.
- D. School staff administering the medication shall document each instance medication is administered including the date, time and dosage given.
- E. School personnel and the student's parent shall account for all medication brought to school. The number of capsules, pills or tablets, and/or the volume of other medications brought to school shall be recorded. The school nurse shall maintain a record including the health care provider and parent/legal guardian request, details of the specific medication(s), dosage and timing of medication and a notation of each instance of administration of medication. Records shall be retained according to the current State schedules pertaining to student health records.
- F. Any changes to the following shall require new written requests/orders as applicable:

1. Information on original physician's written order;
 2. Health care provider(s);
 3. Any unique procedures for the administration of medication;
 4. Condition of the child; and
 5. Any changes in types and dosage.
- G. Students shall not be permitted to carry and self-administer prescription medicine in school except under very special circumstances—as requested and described by the student's health care provider and approved by the school nurse.
- H. Students will be allowed to carry and self-administer an asthma inhaler or epinephrine pen (EpiPen) when requested by the parent and health care provider. The health care provider must provide written verification that the student has the knowledge and skills to safely possess and use an asthma inhaler or EpiPen in school. Written notification from the parents will also be obtained acknowledging that the school bears no responsibility for ensuring the medication is taken.
- I. To the extent legally permissible, staff members may be provided with information regarding medication and its administration as may be in the student's best interest.
- J. The school nurse, under the administrative supervision of the Superintendent/designee, will provide direction and oversight for the administration of medication to students.
- K. All unlicensed personnel (principals, assistant principals, teachers, education technicians, school secretaries, coaches, bus drivers, etc.) who are authorized to administer medication must first complete the training program provided by the school district.
- L. Licensed personnel may administer non-prescription medication with parental permission.
- M. The school will accommodate students requiring administration of medication during field trips or school-sponsored events as follows: The school nurse, principal, and, as appropriate, the school unit's Section 504 Coordinator and/or PET, will determine whether an individual student's participation is contraindicated due to the unstable/fragile nature of his/her health condition, the distance from emergency care that may be required, and/or other extraordinary circumstances. The student's parent and primary care provider will be consulted

in making this determination. The decision will be made in compliance with applicable laws, including the IDEA, § 504 and the Americans with Disabilities Act (ADA).

The parent must provide any additional number of doses needed for the duration of the field trip or school-sponsored event that extends beyond the regular school day.

- N. The school nurse, under the supervision of the Superintendent/designee shall be responsible for developing and implementing procedures for the appropriate and secure storage of medications kept at school, and all medications shall be stored in accordance with this procedure.

Legal Reference: 20-A M.R.S.A. §§ 254; 4009(4); 4502 (5)(N)
Ch.40; 125 § 10.01(c) (Me. Dept. of Ed. Rule)
28 CFR Part 35 (Americans with Disabilities Act of 1990)
34 CFR Part 104 (Section 504 of the Rehabilitation Act of 1973)
34 CFR Part 300 (Individuals with Disabilities Education Act)
Title 32-2102

Cross Reference: JLCD-E – Medication Administration on School Field Trips

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