

Medication Administration and Storage Policy

The Monroe County Board of Education strongly discourages students from taking medication during school hours. Whenever possible, a student's medication should be administered at home, prior to or at the end of the school day. The intent of this policy is to assure the safety of Monroe County students when receiving medications during the school day and during after school co-curricular activities, as well as to provide for emergency medication administration, when necessary.

Students attending public schools may have health conditions which require the administration of medication for the treatment of certain conditions. Since a school nurse is not located in each building, this policy considers the aspects which affect the safety of medications given during school hours and during after school co-curricular activities by designated employees. This policy addresses the transportation, handling, monitoring, administration, and storage of student medications during the school day and during after school co-curricular activities.

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

This policy shall not impact the operating procedures of School Based Health Centers. It is not the intent of this policy to interfere with existing policies and procedures of health care providers managing School Based Health Centers.

1.0 Administration

- 1.1 No medication, prescribed or non-prescribed/ over the counter, will be administered without written orders or standing orders from a licensed prescriber.
- 1.2 For the protection of students as well as school personnel, written orders from a licensed prescriber must be obtained for ANY medication to be administered. Orders must contain the name of the drug, dosage, route of administration, time of in-school administration, and a medical diagnosis. Special instructions regarding medication side effects, reactions and comments should be included as necessary. The licensed prescriber must indicate whether the student may self-administer a medication and if the student may carry an emergency medication with him (e.g. Asthma Inhaler, Epi-pen, etc.) A Medication Order will be made available for the licensed prescriber to complete for each medication. The parent/ guardian is responsible for obtaining written orders from the licensed prescriber for medications and for completing the parent section of the Medication Order form. Medication Orders shall be required annually and for any changes.
- 1.3 Administration of medication, which is a specialized health care procedure, may be provided during the school day and at curricular or co-curricular activities. These are activities that are conducted outside of the

school environment and/or instructional day and provide in-depth exploration or understanding of the content standards and objectives appropriate for the students' grade levels. This excludes extra-curricular activities such as sporting events. During an extended field trip, students may require medications that are not administered during the school day. The administration of these medications will require a Medication Order form to be completed.

- 1.4 For all medications administered during school hours, the first dosage must be administered at home to ensure that no initial allergic reaction occurs, **with the exception of emergency rescue medications, such as an Epi-pen or Glucagon.**
- 1.5 Parents/ Guardians are given the opportunity to administer medication to their own children at school. If this is not possible, the student may self-administer the medication with supervision by designated school personnel. The medication must be dispensed by school personnel and a completed Medication Order must be on file.
- 1.6 When a student is unable to self-administer medication, school personnel who have been trained by the school nurse may administer ordered medication. The certified school nurse, in consultation with the licensed prescriber and principal, has the final decision making authority with respect to delegating administration of medication. The parent or guardian can be requested to come to school and administer medication if problems occur.
- 1.7 Documentation of medication is to be kept on the Medication Administration Record. The current Medication Administration Record shall be kept accessible with the medication to be given.
- 1.8 The parent is responsible for informing the school in writing if there are any changes to their child's medication. The parent/guardian may also need to obtain further documentation from the licensed provider for medication changes such as dosage changes or discontinuation of medication.
- 1.9 Medication is to be administered in a clean and quiet environment where privacy may be established and interruptions are minimal.
- 1.10 One student's medication should never be administered to another student.
- 1.11 No expired medications will be administered.
- 1.12 Insulin bottles shall be dated upon opening by the school nurse.

- 1.13 The school nurse will provide appropriate training for the administration of medications to designated employees. This may include employees willing to administer medications and/or those employed in the field of Special Education on or after July 1, 1989 (WV Code 18-5-22a). Employees will be designated by the principal of each school in collaboration with the school nurse.
- 1.14 Designated personnel administering medication shall be CPR certified and trained in First Aid prior to being trained to administer medication. Training shall occur at least every two years.
- 1.15 In accordance with standard nursing practice, the school nurse or designee may refuse to administer or allow to be administered any medication which, based on his/her judgment, has the potential to be harmful, dangerous or inappropriate. In these cases, the parent/guardian and licensed prescriber shall be immediately notified by the school nurse.
- 1.16 Students who enroll from out-of-area and bring medications to school without the proper documentation should be referred to the school nurse for assistance.
- 1.17 Medication incidents include, but are not limited to: medications not given, medications given to the wrong child, wrong dosage given, and medication given at the wrong time. As soon as an incident is known, the parent and the school nurse shall be notified. A Medication Incident Report shall be completed and given to the school nurse.
- 1.18 Herbal medications, natural remedies, dietary supplements, medications not approved by the FDA, complementary and alternative medications, will not be administered.
- 1.19 Confidentiality and documentation of the student's information related to the 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 Policy 4350, procedures for the Collection, Maintenance and Disclosure of Student Data (126CSR94).

2.0 Storage and Transportation of Medication

- 2.1 Prescription medications must be brought to school in the original properly labeled container from the pharmacy. The label must have the student's name, medication, directions, and date when the prescription

was filled. Parents/guardians may ask the pharmacist to label two containers- one for school and one for home. Medications which are not properly labeled will not be administered.

- 2.2 Non-prescription medications (over-the-counter), such as Tylenol and Motrin, must be in the original container purchased from the store with the student's name and date on the label. School personnel will not administer medication that is not clearly identifiable (i.e. sent in zip lock baggie or other container).
- 2.3 Medications, unless requiring refrigeration, shall be locked in a secure, clean location not accessible to students. No medications should be kept in school first aid kits, except for medications given in emergency situations (such as Epi-pens). All medications, including emergency or rescue medications, shall be double locked during after school hours.
- 2.4 Emergency medications, such as Epi-pens and asthma inhalers, may be carried by the student if indicated by the licensed prescriber and in accordance with WV Code 18-5-22b. There must also be written authorization from the student's parent/guardian that the student may carry and self medicate, including a release of liability stating that the school, Monroe County Board of Education, and its employees and agents are exempt from any liability, except for willful and wanton conduct, as a result of any injury arising from self-administration of medication. The school nurse must document assessment of the student's responsibility and capability to manage the medication safely. Failure of the student to adhere to these conditions may result in the loss of the privilege to carry and self-administer the medication.
- 2.5 For prescription or non-prescription medications that have appropriate documentation on file, parents may send daily doses of medication with the student. If larger quantities are preferred, a one month's supply of medication may be brought to the school by the parent or other adult. The parent/guardian is responsible for getting the medication to school safely. The parent/guardian is also responsible for anticipating when more medication will be needed at school and provide the medication.
- 2.6 Any medication sent to school with a student who rides a bus must be given to the bus operator for secure transportation.
- 2.7 The parent or an adult should pick up any daily or emergency medication which remains at school at the end of the school year or upon discontinuation of the medication. A designated trained employee shall contact the parent/ guardian for medication retrieval. A designated trained employee and witness shall properly dispose of remaining medications if unclaimed after 30 days or contact the school nurse for further instruction.

Medication disposal shall be done in a manner in which no other individual has access to any unused portion and shall be documented appropriately.

- 2.8 Disposal of any injectable medication should be in an approved sharps container.
- 2.9 Medications shall be transported with safety and security by the designated staff person during a field trip in the original container, with a copy of the original order and the Medication Administration Record.

3.0 Authority

West Virginia Code 18-5-22; West Virginia Code 18-5-22A; West Virginia Code 18-5-22B; West Virginia Department of Education Policy 2422.7 'Basic and Specialized Health Care Procedures for West Virginia Public Schools'; West Virginia Department of Education Policy 2422.8 'Medication Administration'; West Virginia Department of Education Policy 4350 'Collection, Maintenance and Disclosure of Student Data

This policy replaces the old JHCD Policy

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