

## **ADMINISTRATION OF MEDICATION IN FRAMINGHAM PUBLIC SCHOOLS**

### **MEDICATION POLICY AND PROCEDURE**

The Director of Health Services is the supervisor of the prescription medication administration program.

The school nurse shall be the supervisor of the medication administration program in the school. When it is necessary for medication to be administered to a student during the school day, the school nurse will ensure that there is on record a medication order from a licensed prescriber and written parent/guardian permission to administer the medication. A responsible adult will provide the school nurse with the prescribed medication in its original pharmacy-labeled container. The licensed prescriber's medication order shall be renewed at the beginning of each academic year and/or as necessary during the academic year. A verbal medication order from a licensed prescriber must be followed by a written order within three days. Faxed orders from a licensed prescriber's office are acceptable.

#### **I. SPECIAL MEDICATION SITUATIONS**

- A. For short term prescription medications, i.e., those requiring administration for ten school days or fewer, the pharmacy-labeled container may be used in lieu of a licensed prescriber's order. If the nurse has a question, he or she may request a licensed prescriber's order. Written parent/guardian permission is required.
- B. During school hours, nurses will administer narcotic medications, defined as opiate pain relievers, if, in the opinion of the school nurse, the medication is in no way compromising the student's safety and/or interfering with the ability of the student to access the curriculum.
- C. For investigational drugs, the pharmacy-labeled container, licensed prescriber's order, and written parent/guardian permission are required. Copy of FDA approved investigator certificate is also requested. If there is a question, the school nurse may seek consultation and/or approval from the school physician to administer the medication in a school setting.

#### **II. SELF-ADMINISTRATION OF MEDICATION DURING SCHOOL HOURS**

"Self administration" means that the student is able to consume or apply medication in the manner directed by the licensed prescriber without additional assistance or direction.

A student may self-administer his/her own asthma inhaler, insulin, and/or Epi-pen during school hours. Occasionally, situations may arise where self-administration of other medications may be considered by the school nurse on a case-by-case basis. A student may self administer medications only after the following requirements are met:

- A. The student, school nurse and parent/guardian, where appropriate, enter into an agreement, which specifies the conditions under which medication may be self-administered.
- B. The student's health status and competency have been evaluated by the school nurse who then deems self-administration safe and appropriate. The school nurse shall observe initial self-administration of the medication.
- C. The school nurse, as appropriate, develops a medication administration plan, which contains only those elements necessary to ensure safe self-administration of medication.

- D. The school nurse is reasonably assured that the student is able to identify the appropriate medication, knows the frequency and time of day for which the medication is ordered.
- E. There is written authorization from the student's parent or guardian that the student may self medicate, unless the student has consented to treatment under M.G.L. c. 112, S.12F or other authority permitting the student to consent to medical treatment without parent/guardian permission.
- F. If requested by the school nurse, the licensed prescriber provides a written order for self-administration.
- G. The student follows a procedure for documentation of self-administration of medication.
- H. The school nurse establishes a policy for the safe storage of self-administered medication and, as necessary, consults with teachers, the student, and parent/guardian, if appropriate, to determine a safe place for storing the medication for the individual student, while providing for accessibility if the student's health needs require it. This information shall be included in the medication administration plan. In the case of an inhaler or other preventive or emergency medication, whenever possible, a backup supply of the medication shall be kept in the health room or a second readily available location.
- I. The student's self-administration is monitored based on his/her abilities and health status. Monitoring may include teaching the student the correct way of taking the medication, reminding the student to take the medication, visual observation to ensure compliance, recording that the medication was taken, and notifying the parent, guardian or licensed prescriber of any side effects, variation from the plan, or the student's refusal or failure to take the medication.
- J. With parental/guardian and student permission, as appropriate, the school nurse may inform appropriate teachers and administrators that the student is self-administering a medication.
- K. If the student does not comply with the agreement, the school nurse may cancel the agreement notifying all those involved.

### III. OVER-THE-COUNTER MEDICATIONS (OTC) I.E., NON-PRESCRIPTION MEDICATIONS

- A. The school nurse shall follow the Board of Registration in Nursing Protocols regarding administration of over-the-counter medications in schools.
- B. The school physician is responsible for the OTC policy, in consultation with the nursing body, and will sign off on a standing order for OTC medications.
- C. No OTC medications may be given without parent/guardian permission.

### IV. FIELD TRIPS

- A. The school nurse should advise the School Health Services office when a nurse is necessary for an in-state school field trip for proper administration of medication.

- B. The school nurse will make a determination according to circumstances, e.g. number of students, medications involved, length of trip, and activities, as to whom, if anyone should accompany the field trip to administer the medication. Parents/guardians are welcome to go on field trips should medication or health issues be of concern.

Psychotropic medications, also called psychiatric medications, are medications capable of affecting the mind, emotions and behavior. No psychotropics or controlled substances are to be delegated to non-nursing personnel or self-administered by students. Alternative methods of administering medication will be explored:

1. Parent/guardian accompany field trip
2. Change schedule of administration of medication
3. Eliminate medication day of field trip with parent/guardian permission

If psychotropic medications must be given, a registered nurse or parent/guardian will accompany field trips for high school, middle and elementary students.

- C. A registered nurse will accompany the field trip if, in the school nurse's judgment, a middle or high school student does not meet the conditions outlined above for inhalers, insulin, and Epi-pen self-administration.
- D. It is recommended that all students who require that emergency medication be given by a nurse are to ride on the same bus.
- E. The school nurse will notify appropriate school personnel of any middle and/or high school students participating in field trips who carry and self-administer their own medication. Parent/guardian consent to give notification to appropriate school personnel is required.

#### V. ADMINISTRATION OF EPINEPHRINE BY NON-NURSING PERSONNEL

- A. The school system will be registered with the Massachusetts Department of Public Health (MDPH) for the limited purpose of permitting unlicensed, properly trained school personnel to administer epinephrine (by auto-injector) to students with a diagnosed life threatening allergic condition when a school nurse is not immediately available. 105 CMR 210.00
- B. The school nurse (RN) manages and has final decision making about the program and selects the unlicensed personnel to be trained in the administration of epinephrine auto-injector.
- C. The school nurse (RN) or school physician will train the unlicensed personnel who will be tested for competency in accordance with MDPH curriculum and standards.
- D. The school nurse (RN) documents training and competency testing.
- E. The school nurse (RN) provides a training review and informational update for unlicensed personnel at least twice a year.
- F. Epinephrine is administered only in accordance with a written administration plan developed by the school nurse which is updated annually.

## VI. DOCUMENTATION

A. Each school shall maintain a medication administration record of prescription medication administered during school hours. Medication records shall include:

1. Medication form
  - a.) Initials and full signature of nurse
  - b.) Written time and initials for each administered dose
  - c.) Documentation of missed dose according to code on form
2. Medication administration plan
3. Licensed preserver's order
4. Parent/Guardian permission
5. Individual Health Care Plan
6. Massachusetts Health Records
7. Daily log

All documentation shall be recorded in ink and shall not be altered. The completed medication administration record and records pertinent to self-administration shall be filed in the student's cumulative health record.

- B. Medication errors shall be reported to the Director of School Health Services and documented by the school nurse on an accident/incident report form. These forms shall be retained in the Director of School Health Services office and made available to the Department of Public Health upon request.
- C. All suspected diversion or tampering of drugs shall be reported to the Principal and the Director of School Health Services, who will notify the Superintendent of Framingham Public Schools, Department of Public Health, Bureau of Family and Community Health, as necessary.
- D. All medication errors resulting in a student requiring medical care shall be reported once to the Director of School Health Services, who will report to the Superintendent of Framingham Public Schools, Department of Public Health, Bureau of Family and Community Health, as necessary.

## VII. RESPONSE TO EMERGENCY SITUATIONS

In response to a health concern requiring administration of an emergency medication, the performance of CPR, the calling of 911 or Psychiatric Evaluation Services (P.E.S.), the nurse will notify parent/guardian, the Director of School Health Services and Principal immediately.

If student is sent to the hospital by alternate transportation, the Director of School Health Services will be notified immediately.

Completed accident/incident report will be sent to Director of School Health Services immediately.

A list of school personnel certified in CPR within the individual school shall be kept on file with the school nurse.

A report of Epi-pen administration must also be completed by the school nurse and will be sent to MDPH with the monthly activities report.

### VIII. STORAGE

All prescription medications to be administered by school nurse shall be kept in a securely locked cabinet used exclusively for medications. Only the nurse will carry keys to medicine cabinet. A duplicate key will be given to school principal. (Keys shall not be left in desk drawer or any other unsecured area. The holder will be held responsible for lost keys.)

Where possible, all unused, discontinued, or outdated medications shall be returned to the parent or guardian and the return appropriately documented. Medications will be destroyed by the school nurse at the end of school year if not retrieved by parent/guardian.

Emergency medications (i.e., Epi-pens) are to be kept in an acceptable place in the nurse's office so that they are readily available for administration by those who have been trained according to state regulations. Alternate sites for additional emergency medication shall be designated in the IHCP or 504 plan.

### IX. RESOLUTION OF QUESTIONS BETWEEN THE SCHOOL AND PARENT/GUARDIAN REGARDING ADMINISTRATION OF MEDICATION

If there are questions about the administration of medication, a meeting shall be held between the parent/guardian, nurse, student (if appropriate), and Director of School Health Services.

The school medication policy shall be available to parent/guardian upon request.

LEGAL REFS.:        Massachusetts Department of Public Health Regulations 105 CMR 210.000