

Students – Welfare

Administering Medication And Monitoring Health Conditions

A. Definitions

1. Authorized health care provider means an individual who is licensed by the State of California to prescribe or order medication, including, but not limited to, a physician or physician assistant.
2. Other designated school personnel may include any individual employed by the district, who has consented to administer the medication or otherwise assist the student and who may legally administer the medication to the student or assist the student in the administration of the medication.
3. Medication may include not only a substance dispensed in the United States by prescription, but also a substance that does not require a prescription, such as over-the-counter remedies, nutritional supplements, and herbal remedies.
4. Epinephrine auto-injector means a disposable device designed for the automatic injection of a premeasured dose of epinephrine into the human body to prevent or treat a life-threatening allergic reaction.
5. Anaphylaxis means a potentially life-threatening hypersensitivity to a substance, which may result from an insect sting, food allergy, drug reaction, exercise, or other cause. Symptoms may include shortness of breath, wheezing, difficulty breathing, difficulty talking or swallowing, hives, itching, swelling, shock, or asthma.
6. Opioid antagonist means naloxone hydrochloride or another drug approved by the federal Food and Drug Administration that, when administered, negates or neutralizes in completely or in part, the pharmacological effects of an opioid in the body and that has been approved for the treatment of an opioid overdose.

B. Notifications to Parents/Guardians

1. At the beginning of each school year, the Superintendent or designee shall notify parents/guardians of the options available to students who need to take prescribed medication during the school day and the rights and responsibilities of parents/guardians regarding those options.
2. In addition, the Superintendent or designee shall inform the parents/guardians of any student on a continuing medication regimen for a non-episodic condition of the following requirements:
  - a. The parent/guardian is required to inform the school nurse or other designated employee of the medication being taken, the current dosage, and the name of the supervising physician.

Students – Welfare

Administering Medication And Monitoring Health Conditions

- b. With the parent/guardian’s consent, the school nurse or other designated employee may communicate with the student’s physician regarding the medication and its effects and may counsel school personnel regarding the possible effects of the medication on the student’s physical, intellectual, and social behavior, as well as possible behavioral signs and symptoms of adverse side effects, omission, or overdose.

When a student requires medication during the school day in order to participate in the educational program, the Superintendent or designee shall, as appropriate, inform the student’s parents/guardians that the student may qualify for services or accommodations pursuant to the Individuals with Disabilities Education Act or Section 504 of the federal Rehabilitation Act of 1973.

C. Parent/Guardian Responsibilities

The responsibilities of the parent/guardian of any student who may need medication during the school day shall include, but are not limited to:

1. Submitting the parent/guardian written statement and the authorized health care provider’s written statement each school year as described in the sections “Parent/Guardian Statement and “Health Care Provider Statement” below. The parent/guardian shall provide a new authorized health care provider’s statement if the medication, dosage, frequency of administration, or reason for administration changes.
2. If the student is on a continuing medication regimen for a non-episodic condition, informing the school nurse or other designated certificated employee of the medication being taken, the current dosage, and the name of the supervising physician, and updating the information when needed.
3. Providing medications in properly labeled, original containers along with the authorized health care provider’s instructions. For prescribed or ordered medication, the container also shall bear the name and telephone number of the pharmacy, the student’s identification, and the name and phone number of the authorized health care provider.

D. Parent/Guardian Statement

1. When district employees are to administer medication to a student, the parent/guardian’s written statement shall:
  - a. Identify the student.

Students – Welfare

Administering Medication And Monitoring Health Conditions

- b. Grant permission for an authorized district representative to communicate directly with the student's authorized health care provider and pharmacist, as may be necessary, regarding the health care provider's written statement or any other questions that may arise with regard to the medication.
    - c. Contain an acknowledgment that the parent/guardian understands how district employees will administer the medication or otherwise assist the student in its administration.
    - d. Contain an acknowledgment that the parent/guardian understands the responsibilities to provide a written statement from the authorized healthcare provider, to ensure that the medication is delivered to the school in a proper container by an individual legally authorized to be in possession of the medication, and to provide all necessary supplies and equipment.
    - e. Contain an acknowledgement that the parent/guardian understands the right to terminate the consent for the administration of the medication or for otherwise assisting the student in the administration of medication at any time.
  2. In addition to the requirements in items #1-5 above, if a parent/guardian has requested that their child be allowed to carry and self-administer prescription auto-injectable, epinephrine or prescription inhaled asthma medication, the parent/guardian's written statement shall:
    - a. Consent to the self-administration.
    - b. Release the district and school personnel from civil liability if the student suffers an adverse reaction because of self-administering the medication.
  3. In addition to the requirements in items #1-5 above, if a parent/guardian wishes to designate an individual who is not an employee of the district to administer medication to the student, the parent/guardian/s written statement shall clearly identify the individual and shall state:
    - a. The individual's willingness to accept the designation.
    - b. That the individual is permitted to be on the school site.
    - c. Any limitations on the individual's authority.
- E. Health Care Provider Statement

Students – Welfare

Administering Medication And Monitoring Health Conditions

1. When any district employee is to administer prescribed medication to a student, or when a student is to be allowed to carry and self-administer prescribed medication during school hours, the authorized health care provider's written statement shall include:
  - a. Clear Identification of the student.
  - b. The name of the medication.
  - c. The method, amount, and time schedules by which the medication is to be taken.
  - d. If a parent/guardian has requested that, the student be allowed to self-administer medication, confirmation that the student is able to self-administer the medication.
  - e. For medication that is to be administered by unlicensed personnel, confirmation by the student's health care provider that the medication may safely and appropriately be administered by unlicensed personnel
  - f. For medication that is to be administered on an as-needed basis, the specific symptoms that would necessitate administration of the medication, allowable frequency for administration, and indications for referral for medical evaluation.
  - g. Possible side effects of the medication
  - h. Name, address, telephone number, and signature of the student's authorized health care provider.

F. District Responsibilities

The School nurse or other designated school personnel shall:

1. Administer or assist in administering medication in accordance with the authorized health care provider's written statement.
2. Accept delivery of medications from parents / guardians, count, and record them upon receipt.
3. Maintain a list of students needing medication during the school day, including those authorized to self-administer medication, and note on the list the type of medication and the times and dosage to be administered.
4. Maintain for each student a medication log, which may:

Students – Welfare

Administering Medication And Monitoring Health Conditions

- a. Specify the student’s name, medication, dose, and method of administration, time of administration during the regular school day, date on which the student is required to take the medication, and the authorized health care provider’s name and contact information.
  - b. Contain space for daily recording of the date, time, and amount for medication administered, and the signature of the individual administering the medication.
5. Maintain for each student a medication record, which may include the authorized health care provider’s written statement, the parent/guardian’s written statement, the medication log, and any other written documentation related to the administration of medication to the student.
6. Ensure that student confidentiality is appropriately maintained.
7. Coordinate and, as appropriate, ensure the administration of medication during field trips and other school-related activities.
8. Report to a student’s parent/guardian and the site administrator any refusal by the student to take their medication.
9. Keep all medication to be administered by the district in a locked drawer or cabinet.
10. As needed, communicate with a student’s authorized health care provider and/or pharmacist regarding the medication and its effects.
11. Counsel other designated school personnel regarding the possible effects of a medication on a student’s physical, intellectual, and social behavior, as well as possible behavioral signs and symptoms of adverse side effects, omission, or overdose.
12. Ensure that any unused, discontinued, or outdated medication is returned to the student’s parent/guardian at the end of the school year or, if the medication cannot be returned, dispose of it in accordance with state laws and local ordinances.
13. In the event of a medical emergency requiring administration of medication, provide immediate medical assistance, directly observe the student following the administration of medication, contact the student’s parent/guardian, and determine whether the student should return to class, rest in the school office, or receive further medical assistance.
14. Report to the site administrator, the student’s parent/guardian, and, if necessary, the student’s authorized health care provider any instance when a medication is not administered properly, including administration of the wrong medication or failure to

Students – Welfare

Administering Medication And Monitoring Health Conditions

administer the medication in accordance with authorized health care provider's written statement.

G. Emergency Epinephrine Auto-Injectors

1. The Superintendent or designee shall provide epinephrine auto-injectors to school nurses or other employees who have volunteered to administer them in an emergency and have received training. The school nurse, or a volunteer employee when a school nurse or physician is unavailable, may administer an epinephrine auto-injector to provide emergency medical aid to any person suffering, or reasonably believed to be suffering, from potentially life-threatening symptoms of anaphylaxis at school or a school activity.
2. At least once per school year, the Superintendent or designee shall distribute to all staff a notice requesting volunteers to be trained to administer an epinephrine auto-injector and describing the training that the volunteer will receive.
3. The principal or designee at each school may designate one or more volunteers to receive initial and annual refresher training, which shall be provided by a school nurse or other qualified person designated by a physician and surgeon authorized pursuant to Education Code 49414, and shall be based on the standards developed by the Superintendent of Public Instruction. Written materials covering the required topics for training shall be retained by the school for reference.
4. A school nurse or other qualified supervisor of health, or a district administrator, if the district does not have a qualified supervisor of health, shall obtain a prescription for epinephrine auto-injectors for each school from an authorized physician and surgeon. Local or mail order pharmacies or epinephrine auto-injector manufacturers may fill such prescription. Elementary schools shall, at a minimum, be provided one adult (regular) and one junior epinephrine auto-injector. Secondary schools shall be provided at least one adult (regular) epinephrine auto-injector, unless there are any students at the school who require a junior epinephrine auto-injector.
5. If an epinephrine auto-injector is used, the school nurse or other qualified supervisor of health shall restock the epinephrine auto-injector as soon as reasonably possible, but no later than two weeks after it is used. In addition, epinephrine auto-injectors shall be restocked before their expiration date.
6. Information regarding defense and indemnification provided by the district for any and all civil liability for volunteers administering epinephrine auto-injectors shall be provided to each volunteer and retained in their personnel file.
7. A school may accept gifts, grants, and donations from any source for the support of the school in carrying of the requirements of Education Code 49414, including, but not

Students – Welfare

Administering Medication And Monitoring Health Conditions

limited to, the acceptance of epinephrine auto-injectors from a manufacturer or wholesaler.

8. The Superintendent or designee shall maintain records regarding the acquisition and disposition of epinephrine auto-injectors for a period of three years from the date the records were created.

H. Emergency Medication for Opioid Overdose

1. The district may elect to make emergency naloxone hydrochloride or another opioid antagonist available at schools for the purpose of providing emergency medical aid to persons suffering, or reasonably believed to be suffering, from an opioid overdose. In determining whether to make this medication available, the Superintendent or designee shall evaluate the emergency medical response time to the school and determine whether initiating emergency medical services is an acceptable alternative to providing an opioid antagonist and training personnel to administer the medication.
2. At least once per school year, the Superintendent or designee shall distribute to all staff a notice requesting volunteers to be trained to administer naloxone hydrochloride or another opioid antagonist, describing the training that the volunteer will receive, and explaining the right of the volunteer to rescind the offer to volunteer at any time, including after receiving training. The notice shall also include a statement that no benefit will be granted to or withheld from any employee based on the offer to volunteer and that there will be no retaliation against any employee for rescinding the offer to volunteer.
3. The principal or designee may designate one or more volunteer employees to receive initial and annual refresher training based on standards adopted by the SPI, regarding the storage and emergency use of naloxone hydrochloride or another opioid antagonist. The training shall be provided at no cost to the employee, conducted during regular working hours, and be provided by a school nurse or other qualified person designated by an authorizing physician and surgeon. Written materials provided during the training shall be retained at the school for reference.
4. A school nurse or other qualified supervisor of health, or, if the district does not have a qualified supervisor of health, a district administrator shall obtain a prescription for naloxone hydrochloride or another opioid antagonist for each school from an authorized physician and surgeon. Such prescription may be filled by a local or mail order pharmacies or manufacturers.
5. If the medication is used, the school nurse, other qualified supervisor of health, or district administrator, as applicable, shall restock the medication as soon as reasonably possible,

Students – Welfare

Administering Medication And Monitoring Health Conditions

but no later than two weeks after it is used. In addition, the medication shall be restocked before its expiration date.

6. Information regarding defense and indemnification provided by the district for any and all civil liability for volunteer's administering naloxone hydrochloride or another opioid antagonist for emergency aid shall be provided to each volunteer and retained in the employee's personnel file.
7. A school may accept gifts, grants, and donations from a source for the support of the school in carrying out the requirements of Education Code 49414.3, including, but not limited to, the acceptance of the naloxone hydrochloride or another opioid antagonist from a manufacturer or wholesaler.
8. The Superintendent or designee shall maintain records regarding the acquisition and disposition of naloxone hydrochloride or another opioid antagonist for a period of three years from the date the records were created.

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