

Personnel -- CertifiedAdministering Medication

The Board of Education allows students to self administer medication and school personnel to administer medication to students in accordance with the established procedures. In order to provide immunity afforded to school personnel who administer medication, the Board of Education, along with the school medical advisor and the school nurse supervisor shall review and/or revise this policy and regulation biennially and submit it to the Department of Health Services as stipulated in C.G.S. 10-212a-1 to 10-212-7.

A school nurse may administer medication to any student pursuant to the written authorization of a physician or dentist and the written authorization of a parent or guardian of such child. In the absence of a school nurse, the principal or teacher of a school may administer medication to any student in the school, who has provided the aforementioned material and, following the successful completion of specific training in administration of medication.

Emergency Administration of Medication

In case of an anaphylactic reaction or the risk of such reaction, a school nurse may administer emergency oral and/or injectable medication to any student in need thereof on the school grounds, in the school building, or at a school function according to the standing order of the chief medical advisor or the student's private physician.

In the absence of a school nurse, the administrator or designated staff member may give emergency medication orally or by injection to students with a medically diagnosed allergic condition which would require such prompt treatment to protect the child from serious harm or death so long as the administrator or staff person has completed training in administration of such medication.

Record of the medication administered shall be entered in ink on an Individual Student Medication Record Form and filed in the student's cumulative health folder.

Legal Reference: Connecticut General Statutes

10-212a-1 - 10-212a-7 Administration of medicines by school personnel

52-557b Immunity from liability for emergency medical assistance first aid or medication by injection. School personnel not required to administer or render

Policy adopted: July 16, 1990

WESTON PUBLIC SCHOOLS  
Weston, Connecticut

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A student who is required to receive medication or wants to take aspirin, ibuprofen or an aspirin substitute containing acetaminophen during school hours must provide:

1. The licensed physician's or dentist's orders for medication or aspirin on a school district form which specifies the student's name, condition for which the drug is being administered, name of drug and method of administration, dosage of drug. For students receiving medicine the time of administration, duration of the order, side effects to be observed (if any) and management of such effects, and student allergies to food and/or medicine is also required on the form. This medical order must be renewed yearly if a student is to be administered medication by school personnel.
2. Written authorization from his or her parent or guardian allowing school personnel to administer said medication. This authorization shall be renewed yearly and shall include parental consent for school personnel to destroy said medication if not repossessed by the parent or guardian within a seven (7) day period of notification by school authorities.
3. The medication must have its original correct label from the pharmacy or manufacturer.

Self Administration of Medication

Students who are able to self administer medication or aspirin, ibuprofen or an aspirin substitute containing acetaminophen may do so provided:

1. A physician or dentist provides a written order for self administration of said medication.
2. There is written authorization for self administration of medication from the student's parent or guardian.

### Administering Medication

#### Self Administration of Medication (continued)

3. The school nurse has evaluated the situation and deemed it to be safe and appropriate; has documented this on the student's cumulative health record, and has developed a plan for general supervision.
4. The student and school nurse have developed a plan for reporting and supervision of self-administration and notification of teachers.
5. The principal and appropriate teachers are informed that the student is self administering prescribed medication.
6. Such medication is transported to the school and maintained under the student's control within these guidelines.

#### Administration of Medication by School Personnel

Medication may be administer by a licensed nurse, or in absence of such licensed personnel, principals and teachers. They shall not be held liable for any personal injuries which may result from acts or omissions constituting ordinary negligence.

Medication will be administered according to the following procedures:

1. The school nurse will develop a medication administration plan for each student before medication may be administered by any staff member.
2. The principals and teachers will have been formally trained by the licensed nurse prior to administering medication. The school nurse, acting as designee and under the direction of the chief medical officer, will annually instruct such staff members in the administration of medication. The training will include:
  - A. Review of state statute and school regulations regarding administration of medication by school personnel.
  - B. Procedure for administering the medication, safe handling and storage or medication, and recording.
  - C. Medication needs of specific students, medication idiosyncrasies, desired effects, potential side effects, untoward reactions and other observations.

### Administering Medication

#### Administration of Medication by School Personnel (continued)

3. A list of principals and teachers successfully trained in medication administration along with documentation of the annual update shall be submitted to the Superintendent by the nursing supervisor on October 31 of each year.
4. A current list of those authorized to give medication shall be maintained in the school.

#### Handling and Storage of Medications

All medication, except those approved for keeping by students for self medication, must be delivered by the parent or other responsible adult and shall be received by the nurse assigned to the school. The school nurse must:

- A. Examine any new medication to insure that it shall be properly labeled with dates, name of student, medication name, dosage and physician's name, and that the medication order and permission form are complete and appropriate.
- B. Develop a medication administration plan for the student before any medication is given by school personnel.
- C. Record on the Student's Individual Medication Record the date the medication is delivered and the amount of medication received.
- D. Store medication requiring refrigeration at 36 F - 46 F.
- E. Store prescribed medicinal preparations in securely locked storage compartment. Controlled substances shall be contained in separate compartment, secured and locked at all times.

All medication, except those approved for keeping by students for self medication, shall be kept in a designated locked container, cabinet or closet used exclusively for the storage of medication. In the case of controlled substances, they shall be stored separately from other drugs and substances in a separate, secure, substantially constructed, locked metal or wood cabinet.

The school principal or designee (who has been trained to administer medication) shall be responsible for the key(s) to the locked cabinet(s).

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#### Handling, Storage, and Disposal of Medication (continued)

No more than a forty-five (45) school day supply of a medication for a student shall be stored at the school. All medications, prescriptions and nonprescriptions, shall be stored in their original containers and in such a manner as to render them safe and effective.

Access to all stored medications shall be limited to persons authorized to administer medications. Each school shall maintain a current list of those persons authorized to administer medications.

#### Disposal of Medication

School personnel must either return to parent or destroy (with permission of the parent or guardian) said medication if unused, discontinued or obsolete. Medicine which is not repossessed by the parent or guardian within a seven (7) day period of notification by school authorities shall be destroyed by the school nurse in the presence of a witness. (cf. 4118.32 - Destruction of Medication)

#### Documentation and Record Keeping

Record keeping of the medication administration shall be entered in ink on the Individual Student's Medication Record Form, which along with authorization form, shall become part of the student's permanent record. If the student is absent, it shall be so recorded. If an error is made in recording, a single line shall be run through the error and initialed.

1. An error in the administration of medication shall be reported to the school nurse who will initiate appropriate action and documentation in a student incident report and on his/her cumulative record.
2. Untoward reactions to medication shall be reported to the school nurse, the parent, and the student's physician.
3. Records of controlled substances shall be entered in the same manner as other medications with the following additions:
  - A. The amount of controlled drug shall be counted and recorded on the Individual Student Medication Record Form after each dose given.
  - B. A true copy (carbon or NCR) of the forms shall be retained by the school for 3 years and the original filed in the student's permanent health record.

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- C. Loss, theft or destruction of controlled substances shall be immediately, upon discovery, reported to the supervisor of nursing services who will contact the commissioner.

Administration of Medication in Emergency Situation without a Physician's Order

In case of an anaphylactic reaction or the risk of such reaction, a school nurse may administer emergency oral and/or injectable medication to any student in need thereof on the school grounds, in the school building, or at a school function according to the standing order of the chief medical advisor or the student's private physician. Record of the medication administered shall be entered in ink on an Individual Student Medication Record Form and filed in the student's cumulative health folder.

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