

**ADMINISTRATION OF STUDENT MEDICATIONS
IN THE SCHOOLS**

A. Definitions

Administration of medication means the direct application of a medication by inhalation, ingestion, or by any other means to the body of a person.

Authorized prescriber means a physician, dentist, advanced practice registered nurse or physician assistant.

Cartridge Injector means an automatic prefilled cartridge injector or similar automatic injectable equipment used to deliver epinephrine in a standard dose for emergency first aid response to allergic reactions.

Controlled drugs means those drugs as defined in Conn. Gen. Stat. Section 21a-240.

Cumulative health record means the cumulative health record of a pupil mandated by Conn. Gen. Stat. Section 10-206.

Error means:

- (1) the failure to do any of the following as ordered:
 - (a) administer a medication to a student;
 - (b) administer medication within the time designated by the prescribing physician;
 - (c) administer the specific medication prescribed for a student;
 - (d) administer the correct dosage of medication;
 - (e) administer medication by the proper route; and/or
 - (f) administer the medication according to generally accepted standards of practice; or
- (2) the administration of medication to a student which is not ordered, or which is not authorized in writing by the parent or guardian of such student.

Guardian means one who has the authority and obligations of guardianship of the person of a minor, and includes: (1) the obligation of care and control; and (2) the authority to make major decisions affecting the minor's welfare, including, but not limited to, consent determinations regarding marriage, enlistment in the armed forces and major medical, psychiatric or surgical treatment.

Medication means any medicinal preparation, both prescription and non-prescription, including controlled drugs, as defined in Conn. Gen. Stat. Section 21a-240. This definition includes Aspirin, Ibuprofen or Aspirin substitutes containing Acetaminophen.

Medication Emergency means an untoward reaction of a student to a medication.

Medication order means the authorization by an authorized prescriber for the administration of medication to a student during school hours for no longer than the current academic year.

Nurse means an advanced practice registered nurse, a registered nurse or a practical nurse licensed in Connecticut in accordance with Chapter 378, Conn. Gen. Stat.

Principal means the administrator in the school.

School means any educational facility or program which is under the jurisdiction of the Board.

School nurse means a nurse appointed in accordance with Conn. Gen. Stat. Section 10-212.

Self administration of medication means that a student is able to identify and select the appropriate medication by size, color, amount, or other label identification; knows the frequency and time of day for which the medication is ordered; and consumes the medication appropriately.

Teacher means a person employed full time by Board who has met the minimum standards as established by Board for performance as a teacher and has been approved by the school medical advisor and school nurse to be designated to administer medications pursuant to the Regulations of Connecticut State Agencies Sections 10-212a-1 through 10-212a-7.

B. General Policies On Administration of Medications

- (1) No medication, including non-prescription drugs, may be administered by any school personnel without:
 - (a) the written medication order of an authorized prescriber (for prescription drugs); and,
 - (b) the written authorization of the student's parent or guardian (for prescription and non-prescription drugs).
- (2) Prescribed medications shall be administered to and taken by only the person for whom the prescription has been written.

- (3) Medications may be administered only by a licensed nurse; or, in the absence of a licensed nurse, by:
- (a) a principal, a teacher, a licensed physical or occupational therapist employed by the school district, a coach of intramural and/or interscholastic athletics, who has been properly trained to administer such medications to students. A principal, teacher, licensed physical or occupational therapist employed by the school district, a coach of intramural and/or interscholastic athletics, or an identified school paraprofessional designated in accordance with Section B(3)(c) or this policy, may administer oral, topical, or inhalant medications. Such individuals may administer injectable medications only to a student with a medically diagnosed allergic condition that may require prompt treatment to protect the student against serious harm or death.
 - (b) students who are able to self administer medication, provided all of the following conditions are met:
 - (i) an authorized prescriber provides a written order for such self administration;
 - (ii) there is a written authorization from the student's parent or guardian;
 - (iii) the school nurse has evaluated the situation and deemed it safe and appropriate, has documented this in the student's cumulative health record, and has developed a plan for general supervision;
 - (iv) the principal, appropriate teachers, and coaches of intramural and/or interscholastic athletics are informed the student is self administering prescribed medication;
 - (v) such medication is transported to school and maintained under the student's control in accordance with this policy.
 - (c) an identified school paraprofessional may administer medications to a specific student, provided that all of the following conditions are met:
 - (i) there is written authorization form the student's parents; and
 - (ii) medication is administered pursuant to the written order of the student's (A) physician licensed to practice medicine, (B) an advanced practice registered nurse licensed to prescribe in accordance with section 20-94a of the Connecticut General Statutes, or (C) a physician assistant licensed to prescribe in

accordance with section 20-12d of the Connecticut General Statutes; and

- (iii) a school nurse and a school medical advisor jointly approve and provide supervision to the identified school paraprofessional to administer medication, including, but not limited to, medication administered with a cartridge injector, to a specific student with a medically diagnosed allergic condition that may require prompt treatment in order to protect the student against serious harm or death.
- (4) Medications may also be administered by a parent or guardian to his/her own child on school grounds.

C. Documentation and Record Keeping

- (1) Each school where medications are administered shall maintain a medication administration record for each student who receives medication during school hours. This record shall include the following information:
- (a) the name of the student;
 - (b) the name of the medication;
 - (c) the dosage of the medication;
 - (d) the route of the administration, i.e., oral, topical, inhalant, etc.);
 - (e) the frequency of administration;
 - (f) the name of the authorized prescriber;
 - (g) the date on which the medication was ordered;
 - (h) the quantity received at school;
 - (i) the date the medication is to be reordered (if any);
 - (j) any student allergies to food and/or medication(s);
 - (k) the date and time of each administration or omission, including the reason for any omission;
 - (l) the dose or amount of each medication administered; and,
 - (m) the full legal signature of the nurse, principal, teacher or coach of intramural and interscholastic athletics administering the medication.
- (2) All records are to be made in ink, and shall not be altered.
- (3) Written orders of authorized prescribers, written authorizations of parent or guardian, and the completed medication administration record for each student shall be filed in the student's cumulative health record.
- (4) Authorized prescribers may make verbal orders, including telephone orders, for a *change* in medication. Such verbal orders may be received only by a school nurse and must be followed by a written order within three (3) school days.

- (5) Medication administration records will be made available to the Connecticut Department of Public Health upon its request.

D. Errors In Medication Administration

- (1) Whenever any error in medication administration occurs, the following procedures shall apply:
 - (a) the person making the error in medication administration shall immediately implement the medication emergency procedures in this Policy if necessary, and shall immediately notify the school nurse and the authorized prescriber;
 - (b) the person making the error in medication administration shall thereafter notify the principal (if the principal was not the person who made the error);
 - (c) the principal shall notify the Superintendent or the Superintendent's designee, who shall thereafter notify the student's parent or guardian, advising of the nature of the error and all steps taken or being taken to rectify the error, including contact with the authorized prescriber and/or any other medical action(s).
- (2) A report shall be completed using the authorized accident/incident report form.
- (3) Any error in the administration of medication shall be documented in the student's cumulative health record.

E. Medication Emergency Procedures

- (1) Whenever a student has an untoward reaction to administration of a medication, resolution of the reaction to protect the student's health and safety shall be the foremost priority. The school nurse and the authorized prescriber shall be notified immediately, or as soon as possible in light of any emergency medical care that must be given to the student.
- (2) Emergency medical care to resolve a medication emergency includes but is not limited to the following, as appropriate under the circumstances:
 - (a) use of the 911 emergency response system;
 - (b) application by properly trained and/or certified personnel of appropriate emergency medical care techniques, such as cardio-pulmonary resuscitation;
 - (c) contact with a poison control center; and

- (d) transporting the student to the nearest available emergency medical care facility that is capable of responding to a medication emergency.
- (3) As soon as possible, in light of the circumstances, the principal shall be notified of the medication emergency. The principal shall immediately thereafter contact the Superintendent or the Superintendent's designee, who shall thereafter notify the parent or guardian, advising of the existence and nature of the medication emergency and all steps taken or being taken to resolve the emergency and protect the health and safety of the student, including contact with the authorized prescriber and/or any other medical action(s) that are being or have been taken.

F. Supervision

- (1) The school nurse is responsible for general supervision of administration of medications in the school(s) to which that nurse is assigned.
- (2) The school nurse's duty of general supervision includes, but is not limited to the following:
 - (a) availability on a regularly scheduled basis to:
 - (i) review orders or changes in orders, and communicate these to personnel designated to administer medication for appropriate follow-up;
 - (ii) set up a plan and schedule to ensure medications are given;
 - (iii) provide training to licensed nursing personnel, principals, teachers, licensed physical or occupational therapists employed by the school district, coaches of intramural and interscholastic athletics in the administration of medications, and identified paraprofessionals designated in accordance with Section B(3)(c), above;
 - (iv) support and assist other licensed nursing personnel, principals, teachers, licensed physical or occupational therapists employed by the school district, coaches of intramural and/or interscholastic athletics, and identified paraprofessionals designated in accordance with Section B(3)(c), above, to prepare for and implement their responsibilities related to the administration of specific medications during school hours; and,
 - (v) provide consultation by telephone or other means of telecommunications.

- (b) In addition, the school nurse shall be responsible for:
 - (i) implementing policies and procedures regarding the receipt, storage, and administration of medications;
 - (ii) reviewing, on a monthly basis, all documentation pertaining to the administration of medications for students;
 - (iii) performing work-site observation of medication administration by principals, teachers, licensed physical or occupational therapists employed by the school district, coaches of intramural and/or interscholastic athletics, and identified paraprofessionals designated in accordance with Section B(3)(c), above, who have been newly trained to administer medications; and,
 - (iv) conducting periodic reviews, as needed, with licensed nursing personnel, principals, teachers, licensed physical or occupational therapists employed by the school district, coaches of intramural and/or interscholastic athletics, and identified paraprofessionals designated in accordance with Section B(3)(c), above, regarding the needs of any student receiving medication.

G. Training of School Personnel

- (1) Principals, teachers, licensed physical or occupational therapists employed by the school district, coaches of intramural and/or interscholastic athletics, and identified paraprofessionals designated in accordance with Section B(3)(c), above, who are designated to administer medications shall receive training in their safe administration; and only trained principals, teachers, licensed physical or occupational therapists employed by the school district, coaches of intramural and/or interscholastic athletics, and identified paraprofessionals designated in accordance with Section B(3)(c), above, shall be allowed to administer medications.
- (2) Training for principals, teachers, coaches of intramural and/or interscholastic athletics, and identified paraprofessionals designated in accordance with Section B(3)(c), above, shall include, but is not necessarily limited to the following:
 - (a) the procedures for administration of medications, the safe handling and storage of medications, and the required record-keeping;
 - (b) the medication needs of specific students, medication idiosyncrasies and desired effects, potential side effects or untoward reactions.

- (3) The Board shall maintain, and annually update, a list of principals, teachers, coaches of intramural and/or interscholastic athletics, and identified paraprofessionals designated in accordance with Section B(3)(c), above, who have been trained in the administration of medications pursuant to this Policy.
- (4) The Board shall provide for an annual review and informational update for principals, teachers, and coaches of intramural and/or interscholastic athletics, and identified paraprofessionals designated in accordance with Section B(3)(c), above, trained in administration of medications.

H. Handling, Storage and Disposal of Medications

- (1) All medications, except those approved for transporting by students for self medication must be delivered by the parent, guardian, or other responsible adult to the nurse assigned to the student's school. The nurse shall examine on-site any new medication, medication order and the required authorization to administer form, and shall develop a medication administration plan for the student before any medication is given to the student by any school personnel. No medication shall be stored at a school without a current written order from an authorized prescriber.
- (2) All medications, except those approved for keeping by students for self medication, shall be kept in a designated and locked location, used exclusively for the storage of medication. Controlled substances shall be stored separately from other drugs and substances in a separate, secure, substantially constructed, locked metal or wood cabinet.
- (3) Access to stored medications shall be limited to persons authorized to administer medications. Each school shall maintain a current list of such authorized persons.
- (4) All medications, prescription and non prescription, shall be stored in their original containers and in such a manner that renders them safe and effective.
- (5) Medications that must be refrigerated shall be stored in a refrigerator, at no less than 36 degrees Fahrenheit and no more than 46 degrees Fahrenheit.
- (6) All unused, discontinued or obsolete medications shall be removed from storage areas and either returned to the parent or guardian, or with the permission of the parent or guardian, destroyed.
- (7) Non-controlled drugs shall be destroyed in the presence of at least one witness. Controlled drugs shall be destroyed in accordance with Part 1307.21 of the Code of Federal Regulations, or by surrendering them to the Commissioner of the Department of Consumer Protection.

- (8) In no event shall a school store more than a forty-five (45) day supply of a medication for a student.

I. Review and Revision of Policy

In accordance with the provisions of Section 10-212a-2(b)(2), the Board shall review this policy periodically, and at least biennially, with the advice and assistance of the school medical advisor and the school nurse supervisor. Any proposed revisions to the policy shall be submitted to the Department of Public Health of the State of Connecticut for review and approval.

Legal References:

Connecticut General Statutes:

Section 10-206

Section 10-212

Section 10-212a

Section 21a-240

Public Act 03-211, An Act Concerning the Provision of Medical Care for
Students' Health Care Needs

Regulations of Conn. State Agencies:

Sections 10-212a-1 through 10-212a-7, inclusive

Code of Federal Regulations:

Title 21 Part 1307.21