

# PENN-TRAFFORD SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

ADOPTED: August 10, 2015

REVISED:

## 210-AR-0. MEDICATION GUIDELINES

### I. PURPOSE

The Penn-Trafford School District recognizes that the utilization of medication is a necessary, serious, and growing health concern affecting our students and staff. Whenever possible, parents/guardians should administer medications at home. The school district recognizes that there may be circumstances when a medication must be administered at school. This concern has led to the formulation of required procedures for students who must utilize prescribed and non-prescribed medication during school hours.

These guidelines address the policy for medication administration that is required by law. The school board acknowledges that all medication, whether prescriptive or non-prescriptive, must be administered in accordance with the Nurse Practice Act of the Commonwealth of Pennsylvania and the Guidelines for Pennsylvania Schools for The Administration of Medications and Emergency Care, issued by the PA Dept. of Health (3/30/10), The Controlled Substance, Drug, Device and Cosmetic Act (35 P.S. 780-101-780-144), and Act No. 104 of the Commonwealth of Pennsylvania.

**All medication given in school (both prescription and over the counter) must have both a written order from a physician and a written consent form from the parent/guardian.**

### II. MEDICATION ORDERS

- A. Written orders from a student's physician, CRNP, or PA should include:
  - 1. Student's name
  - 2. Name and signature of the licensed prescriber and phone number
  - 3. Name of the medication
  - 4. Route and dosage of medication
  - 5. Frequency and time of medication administration
  - 6. Date of the order and discontinuation date
  - 7. Specific directions for administration, if necessary.
  
- B. Written permission must also be provided by the parent/guardian requesting that the school district comply with the physician's orders. The following information must be included:

1. Parent/guardian name, signature and emergency phone number;
  2. Approval to have the certified school nurse or designated registered nurse administer the medication;
  3. A list of all other medications that the student is taking.
- C. Written physician's orders and parental permission should be directed to the certified school nurse or designated licensed registered nurse and must be renewed yearly at the beginning of the school year.
- D. Controlled substances, such as Ritalin (Methylphenidate), Dexedrine, Strattera, Adderall, Codeine, antipsychotics, and antidepressants, **MUST BE BROUGHT TO THE SCHOOL BY THE PARENT OR GUARDIAN. STUDENTS ARE NOT PERMITTED TO CARRY THESE MEDICATIONS AT ANY TIME.**
1. The certified school nurse or the designated registered nurse can accept up to a 30-day supply of this medication.
  2. If the medication is in pill form, the number of pills in the container must be noted in ink on the outside of the prescription bottle.
  3. Medication should be brought in the original container appropriately labeled by the pharmacy or physician.
  4. If the medication is discontinued and there is remaining medication, the parent or guardian must come to school and pick up the remaining medication. The student is not permitted to take the medication home. The nurse and one witness will dispose of and document any medication not picked up by the end of the school year.
- E. Over the counter medications such as Tylenol and Advil may be brought to the certified school nurse or designated licensed registered nurse by the student. Please limit quantities of these medications to small bottles. Reminder: all over the counter medications require BOTH a written physician order and written parental consent.
- F. **Medication that is brought to school in a container other than the original prescription bottle or manufacturer's packaging will not be administered.**
- G. The certified school nurse or designated licensed registered nurse shall supervise student intake of all medication (Section 21.14 of the Pennsylvania Code, Title 49. Professional and Vocational Standards, January 13, 2001).
- H. All students will take medications in the presence of the certified school nurse or designated registered nurse.
- I. Students in the Middle School and High School will be responsible for reporting to the nurse's office at the time the medication is to be given.

- J. In the event of a true emergency, including but not limited to asthma attack, anaphylaxis, bee sting reaction, or diabetic emergency, the building principal may administer medication. (CSPG No. 95 for Principals, No. 2).
- K. Certified school nurses or the designated registered nurse must keep medication records and record all dosages of medications administered to students.
- L. All student medications will be kept locked in the nurse's office with the exception of Epi-pens and asthma inhalers.
- M. In accordance with standard nursing practice, the certified school nurse or the designated registered nurse may refuse to administer or permit the administration of a medication, which based on his/her assessment and professional judgment has the potential to be harmful, dangerous or inappropriate. The certified school nurse or designated licensed registered nurse will notify the parent/guardian of this concern and explain the reason for refusal.

### **III. STANDING ORDERS**

- A. *The school physician has provided a medical directive for standing orders to authorize the administration of specific over the counter medications in the school setting. A consent form giving permission for the administration of these medications is available in the nurse's office. Parents MUST sign this consent form PRIOR to the administration of any of these medications. This form must be signed at the beginning of EACH school year.*
- B. Standing orders for over-the-counter medications for first aid and wound care. The School Nurses of the Penn-Trafford School District or the designated Registered Nurse, may administer the following over the counter medications to students for first aid and wound care. These over the counter medications will be administered at the discretion of the Certified School Nurse, or the designated Registered Nurse based on the presenting signs and symptoms of the student:

Activated charcoal (at direction of Poison Control)  
A & D Ointment  
Aloe Vera  
Anbesol  
Antibacterial soap  
Antibiotic cream  
Bactine  
Blistex  
Burn jel; cream; spray  
Caladryl  
Cepacol

Chloraseptic spray  
Contact Solution  
Eye Wash  
Glucose tabs  
Hydrocortisone Cream  
Hydrogen peroxide  
Lip balm  
Lotramin  
Mouth wash  
Oil of cloves  
Orajel  
ProHealth Mouth rinse  
Rubbing alcohol (not for wound care)  
Salt water mouth rinse/gargle  
Second Skin  
Sting Kill  
Vaseline  
Visine eye drops

If you do not want your child to have any of these medications, you must notify the school nurse in writing at your child's school.

#### **IV. MEDICATION USE DURING FIELD TRIPS**

- A. If medications are to be administered during school sponsored field trips, this will be done by the certified school nurse or the designated licensed registered nurse.

#### **V. EMERGENCY MEDICATIONS**

- A. The certified school nurse or designated registered nurse shall follow the Penn-Trafford School District Policy on Anaphylaxis for the administration of emergency medication.
- B. Under 42 Pa. C.S. 8337, school directors, principals, superintendents, teachers, guidance counselors or support staff may administer emergency medication and shall be immune from civil liability as outlined in section Pa. C.S. 8337.1.
- C. Teachers, principals, guidance counselors, and designated support staff should be instructed at the beginning of each school year in the administration of an epinephrine pen.

#### D. Asthma Inhaler

1. Written permission to use an inhaler must be provided by the student's physician, CRNP, or PA. This permission note should be presented to the certified school nurse or designated licensed registered nurse at the beginning of each school year and be resubmitted to the certified school nurse or designated licensed registered nurse if the medication use should change at any time during the school year.
2. The written order from the physician, CRNP, or PA to use an asthma inhaler must provide the name of the drug, the dose, the times when the medication is to be taken, and the diagnosis or reason the medication is needed unless the reason should remain confidential. The potential for any serious side effects should be noted as well as any necessary emergency response.
3. Parents must provide written permission requesting that the school district comply with the physician's orders. The parent's note shall include a statement relieving the school entity or any employee of any responsibility for the benefits or consequences of the prescribed medication and acknowledging that the school entity bears no responsibility for ensuring the medication is taken.
4. Parents must submit the "Asthma Management Plan" at the beginning of each school year to the certified school nurse. These plans are available from the school nurse or on line at the school district web site.
5. School Students may carry their prescribed inhalers provided they meet the following criteria:
  - a. The student verbalized and demonstrated competency in the use of the inhaler to the certified school nurse or the designated registered nurse.
  - b. The student reports use of the inhaler to the certified school nurse or the designated registered nurse after every occurrence.
  - c. The certified school nurse or designated licensed registered nurse has the right and the responsibility to revoke a student's right from carrying an inhaler if they are judged incompetent in the use and administration of the inhaler.

- d. If the student is judged incompetent in the administration of the asthma inhaler, the school shall ensure that the inhaler is stored at locations in close proximity to the student. Teachers and appropriate staff members shall be made aware of these locations and have means to access them.
- e. Students participating in extracurricular activities may also carry an inhaler providing they meet the criteria listed above and they inform the coach/sponsor about the possession and potential use of the inhaler.

#### E. Epinephrine Pen

1. Written permission to use an epi-pen must be provided by the student's physician, CRNP, or PA. This permission note should be presented to the certified school nurse at the beginning of each school year and be resubmitted to the certified school nurse if the medication use should change at any time during the school year.
2. The written order from the physician, CRNP, or PA must provide the name of the drug, the dose, the times when the medication is to be taken, and the diagnosis or reason the medication is needed unless the reason should remain confidential. The potential for any serious side effects should be noted as well as any necessary emergency response.
3. Parents must provide written permission requesting that the school district comply with the physician's orders. The parent's note shall include a statement relieving the school entity or any school employee of any responsibility for the benefits or consequences of the prescribed medication and acknowledging that the school entity bears no responsibility for ensuring the medication is taken.
4. Parents must submit the appropriate "Food Allergy Action Plan " or "Bee Sting Action Plan" at the beginning of each school year to the certified school nurse or the designated registered nurse. These plans are available from the school nurse or on the school district web site.
5. School students may carry their prescribed epi-pen provided they meet the following criteria:
  - a. The student verbalized appropriate understanding in the use and administration of the epi-pen to the certified school nurse or the designated registered nurse. The student demonstrated to the certified school nurse or the designated registered nurse the proper procedure for administration of an epi-pen using an epi-pen trainer.

- b. The student reports use of the epi-pen to the certified school nurse after every occurrence.
- c. The certified school nurse or designated registered nurse has the right and responsibility to revoke a student's right from carrying an epi-pen if they are judged incompetent in the use and administration of the epi-pen.
- d. If a student is deemed incompetent in the administration of an epi-pen, the school shall ensure that epi-pens are stored at locations in close proximity to the student. Teachers and appropriate staff members shall be made aware of these locations and have means to access them.
- e. Students participating in extracurricular activities may also carry an epi-pen providing they meet the criteria listed above and they inform the coach/sponsor about the possession and potential use of the epi-pen.