

**Administration of Medication by School Personnel**

The Board of Education allows 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, shall review and/or revise this policy and regulation, as required. The District's School Medical Advisor (or other qualified physician) shall approve this policy and any changes.

A child with diabetes may test his/her own blood glucose level in the office of the school nurse per the written order of a physician or advanced practice nurse, stating the need and the capacity of such child to conduct self-testing. Such self-testing shall be pursuant to guidelines promulgated by the Commission of Education.

A school nurse may administer medication to any student pursuant to the written authorization of a state licensed physician or a dentist licensed to practice dental medicine in this or another state, an advanced practice registered nurse licensed to prescribe in accordance with C.G.S. 20-94a, or a physician's assistant licensed to prescribe in accordance with C.G.S. 20-12d, and the written authorization of a parent/guardian of such child. In the absence of a school nurse, any other nurse licensed pursuant to the provisions of Chapter 378, including a nurse employed by, or providing services under the direction of the Board of Education at a school-based clinic, the Principal, any teacher, licensed physical or occupational therapist of a school, upon approval of the school medical advisor and the school nurse, may administer medication to any student in the school following the successful completion of the required criminal history check. Coaches are also authorized to administer medication to students participating in intramural and interscholastic athletics, per the regulations promulgated by the State Department of Education.

A specific paraprofessional, through a plan approved by a school nurse supervisor and school medical advisor, may be designated to administer medication, including medication administered with a cartridge injector, to a particular student diagnosed with an allergy that may require prompt treatment to avoid serious harm or death. The approved plan also requires the written authorization of the student's parent/guardian and be pursuant to the written order from the student's doctor, advanced practice registered nurse or physician's assistant licensed to prescribe medication.

A child attending any before or after school program administered by the Board, upon the request, and with written authorization of the child's parent/guardian, and pursuant to the written order from the student's doctor, or advanced practice registered nurse or physician's assistant licensed to prescribe medication, will be provided and supervised by the District staff member trained to administer medication with a cartridge injector. Such administration shall be to a particular student diagnosed with an allergy that may require prompt treatment to avoid serious harm or death.

The selected staff member shall be trained in the use of the cartridge injector by either a licensed physician, physician's assistant, advanced practice registered nurse, or registered nurse. The selected staff member is also required to complete a course in first aid offered by the American

Red Cross, the American Heart Association, the National Ski Patrol, the Department of Public Health, or any Director of Health.

In compliance with all applicable state statutes and regulations, a parent/guardian may administer medication to their own children on school grounds.

Legal References:

Connecticut General Statutes

52-557b Immunity from liability for emergency medical assistance, first aid or medication by injection. School personnel not required to administer or render (as amended by PA 05-144, An Act Concerning the Emergency Use of Cartridge Injectors)

10-212a Administration of medications in schools (as amended by PA 99-2, and June Special Session and PA 03-211 and PA 04-181

20-12d Medical functions performed by physician's assistants.  
Prescription authority

20-94a Licensure as advanced practice registered nurse

PA 03-211 An Act Concerning the Provision of Medical Care for Students Health Care Needs

PA 04-181 An Act Concerning the Administration of Medication in Schools, Concerning School Nurses, and Repealing an Obsolete Section of the Statutes

20-17a Criminal history checks. Procedure. Fees.

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NORTH CANAAN BOARD OF EDUCATION

North Canaan, Connecticut

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A licensed physician (as used throughout the term "physician" means legally qualified practitioner of medicine), dentist, advanced practice registered nurse (APRN), physician's assistant (PA), or optometrist. Orders for medicinal preparation to be administered shall specify in writing the duration of the order, name of the drug and the dose, and shall be renewed each year.

**Procedures for Administration of Medication**

1. There is to be a physician's, dentist's, APRN's or PA's or optometrist's written order and a written authorization of a parent or guardian for each medication ordered and for each extension of a previous order, except for epinephrine intended for emergency administration to students without a prior written order. Forms for the physician's, dentist's APRN's or PA's, or optometrist's order and parent or guardian's authorization are available at the State Department of Health Services. Alternate forms may be used provided that they contain all of the pertinent information regarding the proper administration of the medication, including the name of the student, type of medication, proper dosage and method and timing of administration
2. When the school physician is also the private physician, his/her orders for medication to be administered in school are to be written and accompanied by written authorization of parent or guardian, except for epinephrine intended for emergency administration to students without a prior written order.
3. Physician's, dentist's, APRN's or PA's orders and parental authorizations must be renewed each school year, except for epinephrine intended for emergency administration to students without a prior written order.
4. Upon receiving a request for administration of medicine, there may be need for the school nurse to contact the parent and/or the private physician, dentist, APRN or PA or optometrist relative to the plan for administering the medication during school hours. Consideration should be given as to whether the student should remain at home or whether the medication can be administered at home before and after school is in session.
  - a. When the private physician, dentist, APRN or PA or optometrist requests, arrangements will be made to give such medication. The prescribing physician or licensed dentist will be responsible for the medical care of the student.
  - b. When the school nurse and school medical advisor question the necessity for administration of such medication during school hours, the prescribing physician, dentist, APRN or PA or optometrist should be consulted.
  - c. Over-the-counter medication will not be administered by school personnel unless specifically ordered by the physician, dentist, APRN or PA or optometrist.

- d. Aspirin-substitutes containing acetaminophen may be administered with a previously filed signed parental permission form (see attached). This form must be renewed yearly.
5. the school nurse should be responsible for obtaining additional information regarding medication as indicated.
6. Following approval of the plan, the medication should be delivered directly to the school nurse by the parent or responsible adult.
7. The medication must be delivered in and dispensed from the original container properly labeled with the name and strength of medication, name of patient, his/her physician, dentist, APRN, or PA, or optometrist, the date of the original prescription and directions, except for epinephrine intended for emergency administration to students without a prior written order.
8. Whenever possible, medication will be administered by a licensed school nurse. If the nurse is not available, the principal or designated teacher(s) may administer the medication provided they have received training in accordance with this regulation. Students may self-administer broncho-dilators or epipens provided that the following conditions are met:
  - a. In the case of prescribed medications, there is a written order from the student's physician, dentist, APRN or PA or optometrist on file which provides for self administration;
  - b. There is written authorization from the student's parent or guardian permitting self administration;
  - c. The school nurse has reviewed the authorizations, has documented on the student's health record that it is safe and appropriate for the student to be self-medicating and has developed a plan for general supervision;
  - d. The principal and the student's teachers are informed that the student is self administering medication;
  - e. The student continues to maintain proper control of the medication. If it is observed by school personnel that the student is abusing the privilege of self-medicating, either by dispensing medication to other students or by incorrectly taking the medication, the school nurse may require that the medication be maintained under her/his control.
9. In the event an emergency arises regarding the administration of medication, the following steps will be taken:
  - a. The student's parents shall be notified;

- b. The student's physician will be consulted for direction;
- c. If the physician is not available, the local poison information center will be contacted for assistance;
- d. If necessary, emergency first aid will be administered by the school nurse or a properly trained designee;
- e. If required, arrangements will be made for emergency medical treatment.
- f. The school nurse will be notified, or in her/his absence the building principal. The building principal or her/his designee shall make health decisions in the absence of the school nurse.

The school will ensure that all information necessary for handling a medical emergency is available, including the phone number of the local poison information center, the name of the physician, clinic or emergency room to be contacted in the event of a medical emergency, and the name of the person responsible for decision making in the absence of the school nurse.

### **Procedures for Handling of Medication**

1. All medication, except that approved for transporting by students for self-medication, and epinephrine intended for emergency administration to students without a written prior order shall be delivered by the parent or other responsible adult to the school nurse. If the medication is not delivered directly to the school nurse, when the school nurse receives the medication, it will be her/his responsibility to ensure that the necessary medication order and parental authorization are on file and to develop a medication administration plan. The plan will include the name of the student, the type of medication and the manner of administration as prescribed by the student's physician, dentist, APRN or PA or optometrist.
2. All medications, except those approved for keeping by students for self-medication, and epinephrine intended for emergency administration to students without a written prior order shall be kept in a designated locked container, cabinet or closet, used exclusively for the storage of medication. Controlled substances, as defined by Connecticut General Statutes 21a 240, shall be stored separately from other drugs and substances in a separate, secure, substantially constructed, locked, cabinet. Epinephrine for emergency administration to students without an order will be unlocked in the main office but out of the reach of children.
3. Access to all stored medications shall be limited to persons authorized to administer medications. The school shall maintain a current list of those persons authorized to administer medications.
4. All medications, prescription and non-prescription, shall be stored in their original containers and in such a manner as to render them safe.
5. Medications requiring refrigeration shall be stored in a refrigerator at no less than 36
6. degrees Fahrenheit and no more than 46 degrees Fahrenheit. The refrigerator will be

maintained in the health office with limited access.

7. All unused, discontinued or obsolete medications shall be removed from storage areas and returned to the parent or guardian. If the parent or guardian gives permission, or if the medication is not picked up within one week following the termination of the medication order or one week beyond the close of school, the medication will be destroyed. Non-controlled drugs shall be destroyed in the presence of at least one (1) witness; controlled drugs shall be destroyed in accordance with federal regulations or by surrender to the Commissioner of the Department of Consumer Protection.
8. No more than a ninety (90) school day supply of a medication for a student shall be stored at the school.
9. No medication for a student shall be stored at a school without a current written order from a physician, dentist, APRN, PA or optometrist, except for epinephrine intended for emergency administration to students without a written prior order. In the case of aspirin substitutes containing acetaminophen or ibuprofen, the written request and parental authorization must be on files. When the medication administration record is complete, it shall be filed in the student's cumulative health record. Medication orders written by a podiatrist are acceptable for intramural and interscholastic events only.
10. Accidental destruction or loss of controlled drugs must be verified in the presence of a second person, and jointly documented on the student's medication administration record and on a medication error form.

### **Procedures for Documentation and Recordkeeping**

1. The written medication order of the physician, dentist, APRN, PA or optometrist, and the written parental authorization shall be documented in each student's medication administration record, except for epinephrine intended for emergency administration to students who do not have a written prior authorization or order. When the medication administration record is complete, it shall be filed in the student's cumulative health record. Medication orders written by a podiatrist are acceptable for intramural and interscholastic events only.
2. A physician's, dentist's, APRN'S, PA's, or optometrist's verbal order, including a telephone order for a change in medication can be received only by a school nurse. A verbal order shall be documented on the student's medication administration record and must be followed by a written order within three (3) school days.
3. In addition to the required orders and authorizations, the student's medication administration record shall include the following information:
  - a. The name of the student;
  - b. The name of the medication;

- c. The dosage of such medication;
  - d. The route of administration;
  - e. The frequency of administration;
  - f. The name of the prescribing physician, dentist, APRN or PA, or in the case of an aspirin substitute containing acetaminophen, the name of the parent or guardian requesting the medication be given;
  - g. The date the medication was ordered;
  - h. The quantity received;
  - i. The date the medication is to be re-ordered;
  - j. Any student allergies to food and/or medicine;
  - k. The date and time of administration or omission including the reason for the omission;
  - l. The dose or amount of drug administered;
  - m. Full signature of the nurse, principal, or teacher administering the medication.
4. All transactions shall be recorded in ink in sequential order and shall not be altered.
5. For convenience and clarification, the pages shall be lined in columns with appropriate headings.
6. The medication administration record shall be made available to the Department of Health Services upon request.

#### **Procedures for Handling Error in the Administration of Medication**

1. A medication error/incident report shall be completed by the school nurse or the principal or teacher, paraprofessional, or physical/occupational therapist who administered the medication.
2. The parents of the student involved will be notified immediately by telephone or by letter if the parents are unavailable by telephone.
3. The prescribing physician, dentist, APRN, PA, or optometrist shall be notified immediately of the error and will be sent a copy of the incident report. If medical treatment is necessary due to the error, necessary arrangements will be made.
4. The medication error/incident report and all other subsequent procedures followed shall be documented and maintained in the student's cumulative health record,

#### **Procedures for Training and Supervision**

1. Other than the school nurse, only those principals, teachers, paraprofessionals, and/or physical/ occupational therapists who have been properly trained in the safe administration of medication may administer such medication. Training will be provided by the school nurse or medical advisor or other licensed physician.
2. Training shall include, but not be limited to, training in the procedural aspects of medication administration, the safe handling and storage of medication, proper



3. documentation, and the medication needs of specific students.
4. The principal or his/her designee shall maintain and annually update documentation that training has been provided and successfully completed. The annual documentation shall include a list of certified personnel who have been trained in the administration of medication.
5. Certified personnel who have been trained in the administration of medication shall receive a review and informational update at least annually.
6. All documentation of training will be maintained by the school nurse in each school.
7. Qualified school employees who have completed the training required by Public Act 14-176 may administer epinephrine to students who experience allergic reactions, but do not have a prior written authorization of a parent or guardian or the written order of a qualified medical professional for the purpose of emergency first aid as set forth in Connecticut General Statutes section 10-212a and section 10-212a-1 through 10-212a-10, inclusive of these regulations. The parent or guardian of a student may submit, in writing, to the school nurse or school medical advisor, if any, a notice that epinephrine shall not be administered to such student. The school district shall annually notify parents or guardians of the need to provide such written notice.
8. Qualified school employees who administer epinephrine as emergency first aid to students who experience allergic reactions and who do not have a prior written authorization of a parent or guardian or written order of a qualified medical professional for the administration of epinephrine must, annually, complete the training program developed by the Departments of Education and Public Health, in consultation with the School Nurse Advisory Council, pursuant to P.A. 14-176 and training in cardiopulmonary resuscitation (CPR) and first aid.
9. Reporting of the emergency administration of epinephrine: Following the emergency administration of epinephrine by a qualified school employee to a student without a prior authorization or medication order:
  - (A) such administration shall be reported immediately to the school nurse or school medical advisor and the student's parent or guardian; and
  - (B) a medication record shall be submitted to the school nurse at the earliest possible time but not later than the next school day and filed in or summarized on the student's cumulative health record according to local or regional board of education policy.

### **Policy Review**

The Board of Education with the advice and assistance of the school administration, medical advisor and nurse shall review and revise the policies and procedures concerning the administration of medication at least biennially. If in the judgment of those involved, the policies and procedures need to be revised, such revisions shall be recommended to the Board of Education and, if adopted, forwarded to the Department of Health Services.



Legal Reference: Connecticut General Statutes 10-212a  
Regulations of Connecticut State Agencies  
10-212a-1 through 10-212a-7  
CGS Section 10-206 as amended by Public Act No. 94-213  
52-557b Immunity from liability for emergency medical assistance first  
aid, or medication by injection. School personnel not required to  
administer or render.

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