

St. Stanislaus School

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Appendix

Administration of Medication (4.0)

Requirements (4.1)

Ideally, all medication should be given at home. However, some students are able to attend school because of the effectiveness of medication in the treatment of chronic illnesses or disabilities. If a student requires prescribed and/or over-the-counter medication during the regular school hours, the following must be in place:

1. For prescription medications: The direct order/consent of a licensed physician, dentist, or podiatrist (Appendix 1: **Medication Administration Form**), signed and properly filed with the school. (The current prescription label on the container may serve as a physician's order or physician's orders may be faxed or mailed to the school.)
2. For over-the-counter medications: A written order from a parent/guardian (Appendix 1: **Medication Administration Form**), signed and properly filed with the school.
3. Written consent of the parent for school personnel to administer the medication. If this is not on file, the medication will not be administered. (Appendix 1: **Medication Administration Form**)
4. Appendix 4: **Allergy and Anaphylaxis Emergency Plan** (if applicable)
5. Appendix 6: **Asthma Action Plan** (if applicable)
6. Appendix 7: **Food Allergy Action Plan** (if applicable)
7. Appendix 8: **Seizure Action Plan** (if applicable)
8. Appendix 9: **Diabetes Action Plan** (if applicable)
9. The medication in the original container
10. Proper training of personnel on medication administration

All medication sent to the school -- except for life-saving medications, which should be kept in a safe, unlocked place – **must** be secured in a locked cabinet under the supervision of administration and the school nurse. Controlled substances, such as those for ADD/ADHD, must be locked in a medication box inside of a locked cabinet (see 4.11, **Proper Handling of Controlled Substances**). Students may not carry medication on their person, with the exception of metered-dose inhalers and other life-saving medications that have been properly registered with the school (see 4.3, **Self-Administered Medications**). A trained staff member must be assigned to administer medication. Proper documentation must be kept on every dose given.

A parent/guardian cannot prescribe a prescription medication for the school staff to administer to their child, nor may the parent authorize changes in prescription medication administration. Non-medical personnel cannot administer medication without proper training by a registered nurse.

*A record must be maintained on all medications given. Documentation must include the name of the medication, the student's name, date, time, dosage, and the initials/name of the person administering it (Appendix 2: **Medication Administration Daily Log and Health Room Documentation Form**).*

Proper Handling of Controlled Substances (4.11)

At drop off and pick up of controlled substances, the medication should be counted with a witness and both shall sign the counting log (*Appendix 12: **Controlled Substance Counting Log***). The school nurse or trained personnel administering the controlled substance should count the medication daily and sign the counting log. Any discrepancies found should be discussed with the school nurse or administrator. For a list of controlled substances, please visit www.dea.gov/drug-scheduling.

Medication Administration Error (4.12)

A medication administration error is defined to include any of the following: wrong patient/child, wrong medication, wrong dose, wrong route, wrong time. With any medication administration error, the parent and the physician must be notified. If an error occurs, an incident report (Appendix 3: **Medication Error Report Form**) must be completed, explaining comprehensively what happened; documenting all phone calls (time, persons called, and response of persons called); and actions taken by school personnel. The student's condition and effects of the medication error should be noted.

Administration of Prescription and Non-Prescription (Over-the-Counter) Medication (4.2)

In conjunction with the appropriate signed consents, the following points should be noted in regard to the administration of **any** type of medication in the school setting:

1. School personnel will not administer the first dose of any medication.
2. An emergency authorization form must be on file at the school listing the name of the student's physician and phone numbers.
3. Physician/parent orders should detail:
 - a) the name of the student
 - b) the name of the medication
 - c) dosage
 - d) time interval the medication is to be given (if, "as needed", a plan must be provided from the parent on the authorization form and parent must be called prior to administration)
 - e) diagnosis or reason for medication

4. Prescription medication must be brought to school in a container appropriately labeled by the pharmacy. An adult should bring this medication to school. In the event that this is not possible, the parent/guardian should notify the school stating that the medication will be sent in with the child. The prescription should be sent to school with a note that includes the amount of medication sent. Ideally, the parent will have two containers, one for home and one for school. The pharmacy can provide a prescription bottle and label to allow this. Non-prescription medication must be in the original container.
5. A member of the staff must be designated to administer medication, ideally a health professional. The staff member must be trained on medication administration. They must contact a registered nurse if they have any questions regarding administration of a student's medication.
6. A locked cabinet must be provided for the storage of medication. Life-saving medicine such as an Epi-pen or some inhalers do not have to be locked up.
7. A record must be maintained of all medications given. Documentation must include the name of the medication, the student's name, date, time, dosage, and the initials/name of the person administering it. (Appendix 2: **Medication Administration Daily Log and Health Room Documentation Form**).
8. Changes in the dose or timing of prescription medication must originate from the physician. This note may be faxed or mailed to the school. Any changes to dosages of over-the-counter medications must be submitted in writing to the school nurse. All changes, prescription or over-the-counter, require a new medication consent form be filled out (Appendix 1: **Medication Administration Form**).
9. The school may request permission from the parent to contact the physician to clarify a medication order.

10. A new prescription is needed for each school year. Parents should pick up any unused medication at the end of the school year. When parents pick up medication, they need to sign them out (Appendix 11: ***Return of Medication Form***). If the medication is not picked up by the parent, medication should be disposed of properly.
11. The health room nurse and/or trained staff may use the over-the-counter items listed on the Medication Administration Form (Appendix 1) when caring for students. They shall be used according to the packaged label. It is the parent/guardian's responsibility to turn the Medication Administration Form (Appendix 1) in if they wish for their child to not receive one or more of those items. If the form is not turned in, and there is no allergy to the over-the-counter item, the item may be used on the child according to the packaged label.

Self-Administered Medications (4.3)

The following points should be noted in regard to the use of self-administered medication in the school setting:

1. If a student must carry medication with him/her, the following forms must be completely filled out and on file with the school:
 - a) Appendix 5: ***Parental Consent for Student to Carry and Self Administer Medication Parent / Student Contract***
 - b) Appendix 1: ***Medication Administration Form***
 - c) Appendix 4: ***Allergy and Anaphylaxis Emergency Plan*** (if applicable)
 - d) Appendix 6: ***Asthma Action Plan*** (if applicable)
 - e) Appendix 7: ***Food Allergy Action Plan*** (if applicable)
 - f) Appendix 8: ***Seizure Action Plan*** (if applicable)

- g) Appendix 9: ***Diabetes Action Plan*** (if applicable)

The forms listed above are to be resubmitted at the beginning of each academic year.

2. Written orders from the physician should include:
 - a) Name of the student
 - b) Name of the medication
 - c) Dosage
 - d) Time interval the medication is to be given (If the medication is to be given as needed, a plan of when to give it is required.)
 - e) Duration of treatment
 - f) Diagnosis or reason for medication
 - g) Drug allergies of the student
3. The medication must be in a properly labeled container.
4. The school will not be responsible for the administration of the medication unless a second medication container is provided and stored at school.
5. The student must restrict the availability of the medication to other students. The school staff has the right to confiscate the medication if they question the student's use of it. The parent and/or physician should be notified if the medication is confiscated.

Administration of Medication in Special Circumstances (4.4)

Field Trips (4.41)

The dose of medication that the student would normally receive at school and the ***Field Trip Medication Administration Record*** (Appendix 13) should be packaged and given to the school employee accompanying the student on the field trip. The school employee must be advised of the medication use and side effects. The school employee must keep the

medication with him/her and administer it to the student, as confidentially as possible, at the appropriate time. The documentation form must be completed and returned to the school for inclusion in the student's record.

Emergency Situations (4.42)

Emergency medications may be needed in certain circumstances. As with any medication administered at school, parental consent, physician order, and the medication in the original container must be in place. Because circumstances requiring the administration of emergency medication are unpredictable, trained and designated personnel must be available.

Emergency Stock Medication Policy (4.5)

This policy is only for schools with employed registered nurses wanting to have emergency stock epinephrine.

According to Missouri State Statute Section 167.630, RSMo, schools are able to obtain and maintain an adequate supply of epinephrine pre-filled auto syringes for emergency use by the employed school nurse licensed under chapter 335.

The school nurse or another employee trained and supervised by the employed school nurse may administer these medications when they believe, based on training, that a student is having a life-threatening anaphylactic reaction. **Staff members should consider a situation life-threatening any time a student is having difficulty breathing.** A prescription or written permission from a parent/guardian is not necessary to administer this medication in an emergency situation.

Epinephrine will only be administered in accordance with written protocols provided by an authorized prescriber. The school will purchase an adequate number of prefilled epinephrine auto syringes based on the recommendation of the school nurse, who will be

responsible for maintaining adequate supplies and replacing expired syringes and medications.

Protocol

Protocol for the Emergency Management of Student with Unknown History of Anaphylaxis in the School Setting - Appendix 10

Training Guidelines for Staff on Emergency Stock Medication

An employed, licensed, registered professional nurse is responsible for providing and the supervision of the training which shall include a training evaluation. Documentation of the training competency assessment should be provided demonstrating that the employee was adequately trained.

All staff members will be regularly trained on the causes and symptoms of and responses to allergic reactions. This training should take place at the beginning of the school year.

Training should include instruction, demonstration, and skill-based practice on the use of pre-filled epinephrine auto syringes using realistic models.

In accordance with law, qualified employees will be held harmless and immune from civil liability for administering epinephrine in good faith and according to standard medical practices.

Resources for training

Get Trained© is a program by the NASN intended to be used as a tool and resource for scripted training of unlicensed school staff to administer epinephrine via an auto injector during an anaphylactic emergency.

<https://www.nasn.org/ToolsResources/FoodAllergyandAnaphylaxis/GetTrained>

AllergyHome provides a self-contained, web-based school staff training program that includes a voice-over PowerPoint module with post-test and certificate of completion.

<http://www.allergyhome.org/schools/management-of-food-allergies-in-school-what-school-staff-need-to-know/>

Instructional Media

How to use the EpiPen

How to use the epinephrine auto-injector

How to obtain emergency stock medication

Call or email School Partnership Program to obtain a prescription after all training has been completed.

Each school will be responsible for the cost of medication and/or equipment associated with emergency stock medication.

Resources to help with cost:

EpiPens 4 Schools

References

AllergyHome <http://www.allergyhome.org/>

Asthma and Allergy Foundation of America <http://www.aafa.org/>

Asthma Standard Emergency Protocol

<https://www.lung.org/getmedia/15728357-172e-4332-9d86-908fbcae58d0/standard-emergency-protocols.pdf>

National Asthma Education and Prevention Program

Centers for Disease Control and Prevention <http://www.cdc.gov/>

Epinephrine Policies, Protocols and Reporting

<https://www.nasn.org/ToolsResources/FoodAllergyandAnaphylaxis/EpinephrinePoliciesProtocolsandReporting,-not-a-website-anymore>

National Association of School Nurses (NASN) – is this instead

<https://www.nasn.org/nasn/nasn-resources/practice-topics/allergies-anaphylaxis>

FARE Resources for Schools <http://www.foodallergy.org/resources/schools>

Guide to Asthma Policy for Housing and Schools

<http://action.lung.org/site/DocServer/naepp-emergency-nursing-protocol.pdf> – no longer available

American Lung Association

Guidelines for Allergy Prevention and Response

http://health.mo.gov/living/families/schoolhealth/pdf/mo_allergy_manual.pdf Missouri

Department of Health and Senior Services

Guidelines for the Administration of Medicine in School, American Academy of Pediatrics, Committee on School Health, Policy Statement, Volume 112, Number 3,

September 2003, pp 697-699

<https://pediatrics.aappublications.org/content/pediatrics/112/3/697.full.pdf>

Manual for School Health Programs, Missouri Department of Elementary and Secondary Education.

Medication Administration in Missouri Schools: Guidelines for Training School

Personnel, Missouri Department of Elementary and Secondary Schools.

Nursing Practice Act, Missouri State Board of Nursing.

Relevant Past Specific Decisions of the Missouri State Board of Nursing School

Health: Policy and Practice, American Academy of Pediatrics

St. Louis Children's Hospital Food Allergy Management & Education (FAME) Toolkit

<https://www.stlouischildrens.org/fame/fame-tool-kit-sections-and-manual>

Statutes by State of Missouri Healing Arts Practice Act

Statutes by State of Missouri Public Health and Welfare Act

Appendix

Appendix 1: Medication Administration Form

Appendix 2: Medication Administration Daily Log Form

Health Room Documentation Form

Appendix 3: Medication Error Report Form

Appendix 4: Allergy and Anaphylaxis Emergency Plan

Appendix 5: Parental Consent for Student to Carry and Self Administer Medication Parent /
Student Contract

Appendix 6: Asthma Action Plan

Appendix 7: Food Allergy Action Plan

Appendix 8: Seizure Action Plan

Appendix 9: Diabetes Action Plan

Appendix 10: Protocol for the Emergency Management of Student with Unknown History of
Anaphylaxis in the School Setting

Appendix 11: Return of Medication Form

Appendix 12: Controlled Substance Counting Log

Appendix 13: Field Trip Medication Administration Record

I have reviewed the Series 4.0 Administration of Medication policies and it is appropriate for use.

Physician Signature

Date

Dr. Brian Herrbold, D.O., Pediatrician

Physician Name (Printed or Typed)