

I. ADMINISTRATION OF MEDICATIONS

- a. The Board of Education with the advice and assistance of the school medical advisor and the school nurse shall review and revise the policies and procedures concerning the administration of medications as needed, but at least biennially. Whenever revised, these shall be forwarded to the State of Connecticut Department of Health Services for review and approval.
- b. No medication may be administered without:
 1. the written order of a physician, dentist, physician assistant or advanced practice registered nurse; hereafter, referred to as a health practitioner, and
 2. the written authorization of a parent or guardian. “Guardian” means one who has the authority and obligations of guardianship of the person of a minor, and includes:
 - (a) the obligation of care and control; and;
 - (b) 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.
 - (c) Prescribed medication shall be administered to and taken by only the person for whom the prescription has been written.
 - (d) In the absence of a licensed nurse, only the school administrator and teachers who have been properly trained may administer medications to students. The school administrator and teachers may administer oral, topical, or inhalant medications. Injectable medications may be administered by the school administrator or teacher only to a student with a medically diagnosed allergic condition, which may require prompt treatment to protect the student against serious harm or death. Investigational drugs may not be administered by the school administrator or teachers.
 - (e) Medication Emergency -Ensure that the following information is readily available:
 1. the local poison information center telephone number is posted below the phone in the health room and in the school office.
 2. the health practitioner, clinic, or emergency room to be contacted in the event of a medication emergency is posted in the health room and in the school office;
 3. the school administrator is responsible for decision making in the absence of the school nurse.

- (f) All controlled drugs currently listed in schedules II through V of the Regulations of Connecticut State Agencies, Sections 21a-243-8 through 21a-243-11 may be administered in schools pursuant to board of education policy.
- (g) In the absence of the school nurse, the school administrator will administer medication. In the school administrator's absence the school's designated head teacher will administer medication. In the absence of all the above the child's parent/guardian will be called upon to administer medication.
- (h) A list of personnel trained to administer medication to identified children will be maintained by the school nurse. The list will be updated as necessary and posted in the health room and will also be available in the secretary's office.
- (i) Classroom teachers should note in their lesson plan book (for a substitute teacher) that they have a child who needs daily medication along with an appropriate notation or procedure.
- (j) The children of the Hartland Elementary School do not self-administer medications.

II. Training School Personnel

- a. Each Board of Education which allows the school administrator and teachers in the absence of a school nurse, to give medications to students shall provide training to designated school administrators and teachers in the safe administration of medications.
- b. Only the school administrator or teachers who have received such training from the school nurse or health practitioner shall be allowed to administer medications to students. This training shall include but not be limited to:
 - 1. the procedural aspects of medication administration, the safe handling and storage of medications and recording; and
 - 2. the medication needs of specific students medication idiosyncrasies, and desired effects, potential side effects, or untoward reactions.
 - 3. the Board of Education shall maintain, and annually update, documentation that such training has been provided and successfully completed.
 - 4. the Board of Education shall maintain, and annually update, a list of the school administrator and teachers who have been trained in the administration of medications.

5. the Board of Education shall provide for a review and informational update to be done, at least annually, for the school administrator and teachers trained in the administration of medications.
6. only a registered nurse (not a licensed practical nurse) may administer medication to students under Hartland Board of Education policy, including a substitute school nurse.

III. **Handling, Storage Disposal of Medications**

- a. All medications shall be delivered by the parent or other responsible adult and shall be received by the nurse assigned to the school. The nurse must examine on-site any new medication, medication order and permission form and develop a medication administration plan for the student before any medication is given by any school personnel.
- b. All medications 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.
- c. 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.
- d. All medication, prescription and non-prescription, shall be stored in their original containers and in such a manner as to render them safe and effective.
- e. Medications requiring refrigeration shall be stored in a refrigerator at no less than 36°F and no more than 46°F.
- f. 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:
 1. non-controlled drugs shall be destroyed in presence of at least one (1) witness;
 2. controlled drugs shall be destroyed in accordance with part 1307.21 of the Code of Federal Regulations or by surrender to the commissioner of the Department of Consumer Protection.
- g. No more than a forty-five (45) school day supply of a medication for a student shall be stored at the school.

- h. No medication for a student shall be stored at a school without a current written order from a health practitioner.
- i. Aspirin, ibuprofen, or an aspirin substitute containing acetaminophen shall not be administered at school without the written request and authorization of a parent or guardian of such student on file and written orders from a health practitioner.

IV. **Documentation and Record Keeping**

- a. A medication administration record for each student who receives medication during school hours shall be maintained by the school nurse.

Such record shall include:

- 1. the name of the student;
 - 2. the name of the medication;
 - 3. the dosage of the medication;
 - 4. the route of administration;
 - 5. the frequency of administration;
 - 6. the name of the prescribing health practitioner and the name of the parent or guardian requesting the medication be given;
 - 7. the date the medication was ordered;
 - 8. the quantity received;
 - 9. the date the medication is to be reordered;
 - 10. any student allergies to food and/or medicine;
 - 11. the date and time of administration or omission including the reason for omission;
 - 12. the dose or amount of drug administered;
 - 13. the full legal signature of the nurse, the school administrator or teacher administering the medication.
- b. Transactions shall be recorded in ink and shall not be altered.
 - c. The medication administration record shall be made available to the health department upon request.
 - d. The written order of the health practitioner, the written authorization of the parent or guardian, and the completed medication administration record for each student shall be filed in the student's cumulative health record.
 - e. A health practitioner's verbal order, including a telephone order, for a change in any medication can be received only by a school nurse. Any such verbal order must be followed by a written order within three (3) days.

IV. **Errors in Medication Administration:**

The Hartland Board of Education shall have a policy regarding notification and documentation of such errors. Such policy states:

- a. Parents are notified of errors in medication administration by the person who made the error or by the school administrator.
- b. Any such error shall be reported immediately to the parent, school nurse and the prescribing health practitioner.
- c. Students will be sent for medical treatment when required as a result of such error.
- d. A report shall be completed using the accident/incident report form authorized by the Board of Education.
- e. Any error in the administration of a medication shall be documented in the student's cumulative health record.

V. **Supervision**

The school nurse is responsible for general supervision of administration of medications in the schools to which that nurse is assigned. This shall include, but not be limited to:

- a. review orders or changes in orders and communicate these to the personnel designated to give medication for appropriate follow-up;
- b. set up a plan and schedule to ensure medications are given;
- c. provide training to the school administrator, teachers and other licensed nursing personnel in the administration of medication;
- d. support and assist other licensed nursing personnel, the school administrator, and teachers to prepare for and implement their responsibilities related to the administration of specific medications during school hours;
- e. provide consultation by telephone or other means of telecommunication. In the absence of the school nurse, a licensed health practitioner or nurse may provide this consultation;
- f. implementation of policies and procedures regarding receipt, storage and administration of medications for students;
- g. monthly review of all documentation pertaining to the administration of medications for students;
- h. work-site observation of medication administration by teachers and the school administrator who have been newly trained;
- i. periodic review, as needed, with licensed nursing personnel, the school administrator and teachers regarding the needs of any students receiving medication.

Policy Adopted: 12/09/02

Policy Reapproved: 10/19/2015

**AUTHORIZATION FOR THE ADMINISTRATION OF MEDICINES BY SCHOOL PERSONNEL
PUBLIC ACT NO. 723 of 1969**

The Connecticut State Law and Regulations require a physician's written order and parent or guardian's authorization for a nurse to administer medicinal preparations exclusive of hallucinogens or narcotics or, in her absence, the principal or teacher to administer oral medications.

PHYSICIAN'S ORDER

Name of child _____ Date _____

Address _____ Date of birth _____

Condition for which drug is being administered _____

Name of drug _____

Amount of drug _____

Time of administration _____

Relevant side effects to be observed, if any _____

Other suggestions _____

Length of time during which medication shall be administered: From _____ to _____
(DATES)

M.D. SIGNATURE

ADDRESS

TELEPHONE # _____

**AUTHORIZATION OF A PARENT OR GUARDIAN CONCERNING THE ADMINISTRATION
OF ABOVE MEDICINES BY SCHOOL PERSONNEL**

To _____ Date: _____

Name of school

I hereby request that school personnel give my child _____

Name of child

the above medication.

Parent Signature

Home Address: _____ Town: _____

Telephone #: _____