

# **MAX Charter School**

## **ADMINISTERING MEDICATIONS AT SCHOOL**

### **Guidelines and Procedures**

The administration of medications to students at The MAX Charter School shall be in compliance with the requirements of Louisiana Revised Statutes, and the policy established by the Louisiana Board of Elementary and Secondary Education (BESE).

#### **References:**

La. Rev. Stat. Ann. §§ 17:81, 17:436.1; Louisiana Administrative Code, Vol. 18, Education (BESE), Section 929, Administration of Medication, Louisiana Handbook for School Administrators, Bulletin 741, Louisiana Department of Education.

#### **ADMINISTERING MEDICATIONS AT SCHOOL**

The administration of medication at school must meet the following conditions and limitations. As used in this policy, the term *medication* must include all prescription and non-prescription drugs.

#### **WRITTEN ORDERS, APPROPRIATE CONTAINERS, LABELS, AND INFORMATION**

Medication shall not be administered to any student without a completed *Medication Order* from a physician, dentist, or certified nurse practitioner licensed to practice medicine in Louisiana or an adjacent state, or any other authorized prescriber authorized in the state of Louisiana to prescribe medication or devices. The following information shall be included:

- the student's name
- the name and signature of the physician/dentist/certified nurse practitioner/other authorized prescriber
- physician's/dentist's/certified nurse practitioner's/other authorized prescriber's business address, office phone number, and emergency phone numbers
- student's diagnosis
- name, amount of each school dose, time of school administration, route of medication, and reason for use of medication

- a written statement of the desired effects and the child specific potential adverse effects

Medication shall be provided to the school by the parent/legal guardian in the container that meets acceptable pharmaceutical standards and shall include the following information:

- name of pharmacy
- address and telephone number of pharmacy
- prescription number, if applicable
- date dispensed
- name of student
- clear directions for use, including the route, frequency, and other as indicated
- drug name and strength
- last name and initial of pharmacist
- cautionary auxiliary labels, if applicable
- physician's/dentist's/other authorized prescriber's name

Labels of prepackaged medications, when dispensed, shall contain the following information in addition to the regular pharmacy label:

- drug name
- dosage form
- strength
- quantity
- name of manufacturer and/or distributor
- manufacturer's lot or batch number

#### ADMINISTRATION OF MEDICATION: GENERAL PROVISIONS

Once trained, the school employee who administers medication may not decline to perform such service at the time indicated, unless exempted in writing by the MD or RN.

During the period when the medication is administered the person administering medication must be relieved of all other duties.

All medications must be stored in a secured locked area or locked drawer with limited access except by authorized school personnel.

Only oral, inhalant, topical ointment for diaper rash, and emergency medications may be administered at school by unlicensed, but trained, school personnel.

Each student must be observed by a school employee for a period of 45 minutes following the administration of medication. This observation may occur during instruction time.

School medication orders must be limited to medications which can be administered during school hours but not before or after school hours.

#### PRINCIPAL

The principal must designate at least two (2) employees to receive training and administer medications.

#### SCHOOL NURSE

The school nurse, in collaboration with the principal, shall supervise the implementation of the school policies for the administration of medications in schools to ensure the safety, health and welfare of the students.

The school nurse shall be responsible for the training of non-medical personnel who have been designated by the principal to administer medication. The training must be at least six (6) hours and include but not be limited to the following provisions:

- Proper procedures for administration of medications including controlled substances
- Storage and disposal of medications
- Appropriate and correct record keeping
- Appropriate actions when unusual circumstances or medication reactions occur
- Appropriate use of resources

## PARENT/LEGAL GUARDIAN

The parent/legal guardian who wishes medication administered to his/her child shall provide the following:

- A letter of request and authorization that contains the following information:
  1. the student's name;
  2. current date;
  3. medication name;
  4. physician's/dentist's/other authorized prescriber's name;
  5. the parent's/legal guardian's printed name and signature;
  6. parent's/legal guardian's emergency phone number;
  7. statement granting or withholding release of medical information;
  8. statement verifying that the initial dose was administered by the student's parent/legal guardian outside the school jurisdiction without adverse reactions.
- A written order for each medication to be given at school, including annual renewals at the beginning of the school year. Orders dated before July of that school year shall not be accepted. No corrections shall be accepted on the physician's *Medication Order* form. Alteration of this form in any way or falsification of the signature is grounds for prosecution. Orders for multiple medications on the same form, an incomplete form, or a form with a physician's/dentist's/other authorized prescriber's stamp shall not be accepted. Faxed orders may be accepted.
- A written order for all medications to be administered at school, including medications that might ordinarily be available over-the-counter. **Only** the physician/dentist/certified nurse practitioner/other authorized prescriber or his/her staff may write on the *Medication Order* form. This form must be signed by the physician/dentist/other authorized prescriber.
- A list of all medications that the student is currently receiving at home and school, if that listing is not a violation of confidentiality or contrary to the request of the parent/legal guardian or student.
- A list of names and telephone numbers of persons to be notified in case of medication emergency in addition to the parent/legal guardian and licensed physician/dentist/other authorized prescriber.
- Arrangements for the safe delivery of the medication to and from school in the properly labeled container as dispensed by the pharmacist; the medication must be delivered by a responsible adult. The parent/ legal guardian will need to get two (2) containers for each prescription from the pharmacist in order that the parent/legal guardian, as well as the

school, will have a properly labeled container. If the medication is not properly labeled and does not match the physician's order exactly, it will not be given.

- All aerosol medications must be delivered to the school in pre-measured dosage.
- Provide no more than a thirty (35) school day supply of medication in a properly labeled container to be kept at school.
- The initial dose of a medication must be administered by the student's parent/legal guardian outside the school jurisdiction with sufficient time for observation for adverse reactions.
- The parent/legal guardian must work with those personnel designated to administer medication as follows:
  1. Cooperate in counting the medication with the designated school personnel who receives it and sign the medication log;
  2. Cooperate with school staff to provide for safe, appropriate administration of medications to students, such as positioning, and suggestions for liquids or foods to be given with the medication;
  3. Assist in the development of the emergency plan for each student;
  4. Comply with written and verbal communication regarding school policies;
  5. Grant permission for school nurse/physician/ dentist/other authorized prescriber consultation;
  6. Remove or give permission to destroy unused, contaminated, discontinued, or out-of-date medications according to the school guidelines.

## STUDENT SELF-MEDICATION

Only those medical conditions which require immediate access to medications to prevent a life threatening or potentially debilitating situation shall be considered for self-administration of medication. Compliance with the school policy for a drug free zone shall also be met if possible.

Self-administration of medications by a student with asthma or the use of auto-injectable epinephrine by a student at risk of anaphylaxis shall be permitted by MAX Charter, provided the student's parent or other legal guardian provides the school in which the student is enrolled with the following documentation:

- Written authorization for the student to carry and self-administer such prescribed medications,

- Written certification from a licensed medical physician or other authorized prescriber that the student has asthma or is at risk of having anaphylaxis

The required documentation shall be maintained in the office of the school nurse or other designated school official.

**MAX Charter shall inform the parent or other legal guardian of the student in writing that the school and its employees shall incur no liability as a result of any injury sustained by the student from the self-administration of medications used to treat asthma or anaphylaxis. The parent or other legal guardian of the student shall sign a statement acknowledging that the school shall incur no liability and that the parent or other legal guardian shall indemnify and hold harmless the school and its employees against any claims that may arise relating to the self-administration of medications used to treat asthma or anaphylaxis.**

A student who has been granted permission to self-administer medication shall be allowed to carry and store with the school nurse or other designated school official an inhaler or auto-injectable epinephrine, or both, at all times.

Permission for the self-administration of asthma medications or use of auto-injectable epinephrine by a student shall be effective only for the school year in which permission is granted. Permission for self-administration of asthma medications or the use of auto-injectable epinephrine by a student shall be granted by MAX Charter School each subsequent school year, provided all of the requirements of this part of the policy are fulfilled.

Upon obtaining permission to self-administer asthma medication or to use auto-injectable epinephrine, a student shall be permitted to possess and self-administer such prescribed medication at any time according to orders while on school property or while attending a school sponsored activity. A student who uses any medication permitted by this policy in a manner other than as prescribed shall be subject to disciplinary action; however, such disciplinary action shall not limit or restrict such student's immediate access to such prescribed medication.

*Auto-injectable epinephrine* means a medical device for the immediate self-administration of epinephrine by a person at risk for anaphylaxis.

*Inhaler* means a medical device that delivers a metered dose of medication to alleviate the symptoms of asthma.

Self-administration of other medications by a student may be permitted by the MAX Charter provided that:

- *Medication Order* from the physician or authorized prescriber and from the student's parent or guardian shall be on file and communication with the prescriber has been established.
- The school nurse has evaluated the situation and deemed it to be safe and appropriate.
- The principal and appropriate staff are informed that the student is self-administering the prescribed medication.
- The medication is handled in a safe, appropriate manner.
- The school principal and the school employed registered nurse determine a safe place for storing the medication.
- The medication must be accessible if the student's health needs require it.
- The student records the medication administration and reports unusual circumstances (as a general rule the student must record all dates and times he/she is self-medicating during school hours. The medication log shall be kept in the nurse's office where the student shall record this information).
- The school employed registered nurse, and/or the designated employee monitors the student.

## ACCEPTABLE SCHOOL MEDICATIONS

School medication orders shall be limited to medications which must be administered during the school day.

Medications which may be considered as acceptable under this policy:

- Medication to modify behavior (e.g., Ritalin, when the sustained action form of this medication is not effective.)
- Severe allergic reactions – must have specific written instructions from a physician.
- Anticonvulsive medication.
- Medication for asthma.
- Medication given in extenuating circumstances.
- Non-prescription (over-the-counter) drugs will only be given if medical certification of extenuating circumstances and prescription are obtained.

- Antibiotics and other short-term medications will not be given at school, unless so ordered by a physician, dentist, certified nurse practitioner, or other authorized prescriber.
- Other specific illnesses that require medication.

Parents may come to school and administer medication to their children at any time during the school day.

## FIELD TRIPS

A person certified to administer medication must go on the field trip.

In the event that a certified employee is not available, the parent/ legal guardian or a non-school employee designee (designated in writing by the parent/legal guardian) should attend the field trip to administer medication.

In the event that a certified employee is not available, and neither the parent/legal guardian nor their designee can attend the field trip to administer medication, then the child may not attend the field trip.

## STUDENT CONFIDENTIALITY

All student information shall be kept confidential. The parent/legal guardian must give authorization prior to health information being shared between MAX Charter School and health care providers, such as hospitals, physician, service agency, and/or other health provider.