

ADMINISTRATION OF MEDICATION

The administration of medication to students must be in compliance with the requirements of La. Rev. Stat. Ann. §17:436.1 and the policy established by the Louisiana Board of Elementary and Secondary Education (BESE). It shall be the policy of the Evangeline Parish School Board that no school employee other than a registered nurse or licensed medical physician shall be required to administer medication until all the following conditions have been met. As used in this policy, the term *medication* must include all prescription and non-prescription drugs.

I. WRITTEN ORDERS, APPROPRIATE CONTAINERS, LABELS, AND INFORMATION

A. Medication shall not be administered to any student without a completed *Medication Order* from a physician or dentist 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, **and** a letter of request and authorization from the student's parent or guardian. The following information shall be included:

1. the student's name
2. the name and signature of the physician/dentist/other authorized prescriber
3. physician's/dentist's/other authorized prescriber's business address, office phone number, and emergency phone numbers
4. student's diagnosis
5. name, amount of each school dose, time of school administration, route of medication, and reason for use of medication
6. a written statement of the desired effects and the child specific potential adverse effects

B. 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:

1. name of pharmacy
2. address and telephone number of pharmacy
3. prescription number
4. date dispensed
5. name of student
6. clear directions for use, including the route, frequency, and other as indicated
7. drug name and strength
8. last name and initial of pharmacist

9. cautionary auxiliary labels, if applicable
10. 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:

1. drug name
2. dosage form
3. strength
4. quantity
5. name of manufacturer and/or distributor
6. manufacturer's lot or batch number

II. ADMINISTRATION OF MEDICATION: GENERAL PROVISIONS

- A. 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.
- B. During the period when the medication is administered the person administering medication must be relieved of all other duties. This requirement does not include the observation period required in II.-F.
- C. Except in life-threatening situations, unlicensed but trained, school personnel may not administer injectable medications.
- D. All medications must be stored in a secured locked area or locked drawer with limited access except by authorized school personnel.
- E. Only oral, inhalant, topical ointment for diaper rash, and emergency medications must be administered at school by unlicensed, but trained, school personnel. Topical ointment -- A student with a chronic skin condition that requires the application of an ointment can apply the ointment to themselves. The parent/legal guardian must comply with School Board policy regarding medication administration including the medication self-administration form signed by the physician/dentist/other authorized prescriber.
- F. 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.
- G. School medication orders must be limited to medications which cannot be administered before or after school hours.

III. PRINCIPAL

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

IV. TEACHER

The classroom teacher who is not otherwise previously contractually required shall not be assigned to administer medications to students. A teacher may request in writing to volunteer to administer medications to his/her own students. The administration of medications shall not be a condition of employment of teachers employed subsequent to July 1, 1994. A regular education teacher who is assigned an exceptional child shall not be required to administer medications.

V. SCHOOL NURSE

- A. 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.
- B. The school nurse shall be responsible for the training of non-medical personnel who have been designated by each principal to administer medications in each school. The training must be at least six (6) hours and include but not be limited to the following provisions:
 1. Proper procedures for administration of medications including controlled substances
 2. Storage and disposal of medications
 3. Appropriate and correct record keeping
 4. Appropriate actions when unusual circumstances or medication reactions occur
 5. Appropriate use or resources

VI. PARENT/LEGAL GUARDIAN

- A. The parent/legal guardian who wishes medication administered to his/her child shall provide the following:
 1. A letter of request and authorization that contains the following information:
 - a. the student's name;
 - b. clear instructions for school administration;
 - c. RX number, if any;

- d. current date;
 - e. student's diagnosis;
 - f. name, amount of each school dose, time of school administration, route of medication, and reason for use of medication;
 - g. physician's/dentist's/other authorized prescriber's name;
 - h. the parent's/legal guardian's printed name and signature;
 - i. parent's/legal guardian's emergency phone number;
 - j. statement granting or withholding release of medical information;
2. A written order for each medication to be given at school, including annual renewals at the beginning of the school year. The new 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; original orders must be received within five (5) business days.
 3. A prescription for all medications to be administered at school, including medications that might ordinarily be available over-the-counter. **Only** the physician/dentist/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.
 4. 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.
 5. 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.
 6. 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.

- B. All aerosol medications must be delivered to the school in pre-measured dosage.
- C. Provide no more than a 35 school day supply of medication in a properly labeled container to be kept at school.
- D. 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.
- E. 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 *Drug Receipt* form.
 - 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.

VII. 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.

Asthma or the Use of Auto-Injectable Epinephrine

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

the School Board, provided the student's parent or other legal guardian provides the school in which the student is enrolled with the following documentation:

- A. Written authorization for the student to carry and self-administer such prescribed medications,
- B. Written certification from a licensed medical physician or other authorized prescriber that the student:
 - 1. has asthma or is at risk of having anaphylaxis
 - 2. has received instruction in the proper method of self-administration of the student's prescribed medications to treat asthma or anaphylaxis
- C. A written treatment plan from the student's licensed physician or other authorized prescriber for managing asthma or anaphylactic episodes. The treatment plan shall be signed by the student, the student's parent or other legal guardian, and the student's physician or other authorized prescriber. The treatment plan shall contain the following information:
 - 1. The name, purpose, and prescribed dosage of the medications to be self-administered.
 - 2. The time or times the medications are to be regularly administered and under what additional special circumstances the medications are to be administered.
 - 3. The length of time for which the medications are prescribed.
- D. Any other documentation required by the School Board.

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

The School Board 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 by the

School Board 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 the School Board 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 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.

Other Permitted Medications

Self-administration of other medications by a student may be permitted by the School Board, provided that:

1. *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.
2. The school nurse has evaluated the situation and deemed it to be safe and appropriate; documented this on the student's cumulative health record; and has developed a medical administration plan for general supervision. The administration plan may include observation of the procedure, student health counseling and health instruction regarding the principles of self-care.
3. The principal and appropriate staff are informed that the student is self-administering the prescribed medication.
4. The medication is handled in a safe, appropriate manner.

5. 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; this information is included in the medication administration plan.

6. Some medication should have a backup supply readily available.
7. 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 main office where the student shall record this information unless otherwise noted on the student's Individual Administration Plan).
8. The school employed registered nurse, and/or the designated employee monitors the student.

VIII. ACCEPTABLE SCHOOL MEDICATIONS

School medication orders shall be limited to medications which must be administered during the school day. Parents may come to school and administer medication to their children at any time during the school day following submission of proper physician's authorization for medications and arrangements with the school principal.

Medications which may be considered as acceptable under this policy:

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

school, unless so ordered by a physician, dentist, or authorized prescriber.

- h. Other specific illnesses that require medication.

IX. FIELD TRIPS

If the parent/legal guardian of a student normally on medication does not request in writing that medication be administered on a pending field trip, then no School Board employee shall be responsible for administering medication to the student on the field trip. If the parent/legal guardian does not provide the required paperwork and medication (whether taken at school/home or both) to the school prior to the field trip, then the student cannot attend the field trip.

If the parent/legal guardian of a student requests in writing that medication be administered on a pending field trip then:

1. a person certified to administer medication must go on the field trip; and
2. a nurse must be on call while the field trip is being taken.

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

In the event that a certified School Board 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.

X. EXTENDED DAY CARE

In the event that a student attends extended day care and requires medication outside school hours (before or after school), medication orders that include the dosage(s), time(s), and medication(s), must be obtained from the physician/dentist/other authorized prescriber.

XI. STUDENT CONFIDENTIALITY

All student information shall be kept confidential. The parent/legal guardian shall be required to sign the *Authorization for Release of Confidential Information* form, so that health information can be shared between the School Board and health care providers, such as hospitals, physician, service agency, school nurse, and/or other health provider.

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Ref: 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; Board minutes, 10-21-09.