

Students

Administration of Student Medications in the Schools

A licensed nurse, or in the absence of such nurse, qualified personnel for schools may administer medication to students in the school system. Administration of medications by qualified personnel for schools shall be under the general supervision of the school nurse and in accordance with a student's individual medication plan.

Students will be permitted to self-administer medications (including over-the-counter medicinal preparations) only when they follow the procedures established by this policy and obtain prior approval from the school nurse. This requirement applies even to students who are age 18 or older.

Nothing in this policy prohibits parents or guardians from administering medication to their own children on school grounds.

Definitions

For the purpose of this policy, the following definitions shall apply:

“Medication” means any medicinal preparation including over-the-counter, prescription and controlled drugs.

“Administration of Medication” means any one of the following activities:

- Handling, storing, preparing or pouring of medication;
- Conveying it to the student according to the medication order;
- Observing the student inhale, apply, swallow, or self-inject the medication;
- Documenting that the medication was administered;
- Counting remaining doses to verify proper administration and use

“Qualified personnel” (A) for schools means a qualified school employee who is (i) a full time employee, or is (ii) a coach, athletic trainer or school paraprofessional, or (B) for school readiness programs and before- and after-school programs, means the director or director's designee and any lead teachers and school administrators who have been trained in the administration of medication;

“Authorized Prescriber” means a physician, dentist, optometrist, advanced practice registered nurse or physician assistant and, for interscholastic and intramural athletic events only, a podiatrist.

“Self-Administration of Medication” means that the medication is controlled by the student at all times and self managed by the student according to an individual medication plan.

Documentation Required

Except for the emergency administration of epinephrine to students who do not have a written prior authorization or order, prior to any administration of medication to students, the school nurse must be in possession of the following documentation:

1. The written order of an authorized prescriber;
2. The written authorization of a parent, guardian or student who is 18 years of age or older; and
3. The written permission for the exchange of information between the prescriber and the school nurse necessary to ensure safe administration of the medication.

Self-Administration of Medications by Students

Students who have a verified chronic medical condition and are deemed capable to self-administer prescribed emergency medication and other medications, excluding controlled drugs, will be permitted to self-administer such medication provided that:

1. The required documentation for self-administering medication at school includes the following additional items:
 - a. The written order must include the recommendation for self-administration by the authorized prescriber;
 - b. The written authorization of the parent/guardian or student who is 18 years of age or older for the self-administration of medication;
 - c. An assessment by the school nurse that the student is competent to self-administer in the school setting;
 - d. An appropriate plan for the self-administration of medication including provisions for general supervision developed by the school nurse.
2. In addition, the Principal and appropriate staff must be informed that the student is self-administering prescribed medication.
3. The medication is transported by the student and maintained under the student’s control in accordance with school policy and the student’s plan.
4. In the case of inhalers for asthma and cartridge injectors for medically diagnosed allergies, the school nurse’s review of a student’s competency to self administer shall not be used to prevent a student from retaining and self-administering such medication. In such cases, students may retain possession of inhalers or cartridge

injectors at all times while attending school and self-administer such medication with only the written authorization of an authorized prescriber and written authorization from a student’s parent or guardian.

Administrative Regulations

The Superintendent of Schools, with the advice and approval of the school medical advisor and the school nurse supervisor shall develop administrative regulations to implement this policy. The regulations shall address the following topics:

1. Administration of medications by qualified personnel for schools
2. Limitations of LPNs, paraprofessionals, coaches and athletic trainers
3. School readiness and before- or after-school programs
4. Training and supervision of qualified school personnel
5. Self-administration of medications by students
6. Procedures in the event of a medication emergency
7. Handling, storage and disposal of medications
8. Documentation and record-keeping
9. Notification and documentation of errors in the administration of medication
10. Procedures for the administration of epinephrine by qualified school employees for the purpose of emergency first aid to students who experience allergic reactions and who do not have a prior written authorization for the administration of epinephrine

Biennial Review of Policy and Regulations

This policy and administrative regulations shall be reviewed and revised biennially with the advice and approval of the school medical advisor, school nurse supervisor or other qualified licensed physician.

Legal Reference: Connecticut General Statutes

- 10-212 School nurses and nurse practitioners. Administration of medications by parents or guardians on school grounds.
- 10-212a Administration of medications in schools, at athletic events and to children in school readiness programs

Regulations of Connecticut State Agencies

- 10-212a-1 to 10-212a-10, Administration of Medications by School Personnel and Administration of Medication During Before- and After-School Programs and School Readiness Programs

- Policy approved: November, 1996
- Policy revised: May 8, 2006
- Policy revised: January, 2008
- Policy reviewed: July 1, 2009
- Policy revised: June 7, 2010
- Policy revised: February 14, 2011
- Policy revised: December 14, 2015

Assessment of Student’s Capacity to Self-Administer Medications

Name of Student: _____ Date: _____

School: _____ Grade: _____ Age: _____

Medication: _____

Basis of assessment (check all that apply):

review of records interview of student discussion with
consultation with consultation with other: _____
authorized prescriber medical advisor

Y / N Does the authorized prescriber’s written order include a recommendation for self-administration?

Y / N Has the parent, guardian or student who is 18 years of age or older provided written authorization for self-administration?

Y / N Is this student capable of identifying and selecting the appropriate medication by size, color, amount, or other label identification?

Y / N Does this student know the frequency and time of day for which the medication is ordered?

Y / N Can this student identify the presenting symptoms that require medication?

Y / N Does this student administer the medication appropriately?

Y / N Can this student maintain safe control of the medication at all times?

Y / N Will this student seek adult supervision whenever warranted?

Y / N Does this student cooperate with the established medication plan?

If the medication is a controlled substance:

Y / N Is there an extraordinary situation requiring self-administration? If yes, please identify:

Y / N Has the Medical Advisor approved the self-administration?

Y / N Has an appropriate plan been developed?