

MEDICATION ADMINISTRATION POLICY POWHATAN COUNTY PUBLIC SCHOOLS

Due to the changes in society and educational law, the number of students receiving medication during the school day has increased. Students return to school much sooner after the onset of illness due to the fact that adults in the home must work. Laws ensuring the education of all students have brought many chronically ill children into the school system.

Many children require medication during the school day-be it routine or episodic. Medical emergencies may arise that require assessment before administration of medication. Such situations may arise when dealing with diabetics, asthmatics, and those students with severe allergic reactions.

Parents must make every effort to give any required medication at home; however, when this is not possible, school health services personnel may assist in the administration of medication during school hours. The following school division policy shall apply:

1. In accordance with Code of Virginia 54.1-3408, training for persons designated to administer medication to students will be accomplished through a medication administration training program approved by the school board. School nurses are responsible for conducting the training. Administration of medication to students is a delegated activity and the school nurses will provide ongoing supervision to unlicensed persons performing this duty.
2. A medication consent form completed by the parent and a written statement from the physician are required for each prescription medication to be administered at school. Prescription medication must be in the original prescription bottle and the consent form must include the student's name, the name of the medication, the reason the medication is given, the dosage, the time to be given, and the anticipated length of treatment.
3. Over the counter medication must be in the original packaging and requires a medication consent form completed by the parent to include the student's name, the name of the medication, the reason the medication is given, the dosage, the time to be given, and the physician's name and phone number.
4. All medication must be brought to the school clinic by a responsible adult. Medication must be in the appropriate container and will not be accepted in envelopes, aluminum foil, tissue, plastic bags, etc. No medication is permitted to be transported on a bus or in a school car by a student. No student is allowed to carry on their person any over the counter or prescription medication with the exception of an asthma inhaler or EpiPen while on school property. Please see #9 and #10 for specific instructions.
5. Clinic personnel shall record the date that medication is brought to the clinic, ensure that the proper consent form is on file, and count and record the number and amount of medication in the presence of the person who deposits it. The school nurse will provide the final authorization that a student may begin to receive medication at school.

6. Clinic personnel shall not administer expired medication.
7. Clinic personnel shall not administer medication prescribed in a dosage higher than the recommended safe daily dosage noted in the Physician's Desk Reference. In such cases, parents will need to make arrangements to come to school to administer the medication.
8. It is the responsibility of the parent to notify the school clinic of any changes to the original prescription. Notification of prescription changes shall be in the form of a physician's note and may be faxed to the school clinic with parent consent.
9. In accordance with Code of Virginia 22.1-274.2 and as of July 1, 2000, students diagnosed with Asthma may possess and self administer inhaled asthma medications during the school day, provided that:
 - a. The parent, legal guardian or custodian gives written consent for self-medication; and
 - b. The student's primary care provider or medical specialist, or a licensed nurse practitioner must provide written notice which identifies the student, states that the student has been diagnosed with asthma, gives approval for the student to self administer inhaled asthma medications that have been prescribed for the student, indicates the name and dosage of the medication and the frequency in which it is to be administered (including circumstances which warrant its use) and attests to the student's demonstrated ability to self administer inhaled asthma medications.
 - c. The school division shall develop an Asthma Action Plan (Individualized Health Care Plan) and an emergency plan, including emergency procedures for any life threatening conditions, for any student who self administers inhaled asthma medications.
 - d. The school division shall consult with the student's parent, legal guardian, or custodian before imposing any restrictions upon the student's self administration of inhaled asthma medications, and before permission to possess and self-administer such medication is revoked.
 - e. Permission to possess and self administer inhaled asthma medications shall be effective for one school year (180 days) and shall be renewed annually.
 - f. Self-administration of inhaled asthma medications shall be consistent with the purposes of the Virginia School Health Guidelines and the Guidelines for Specialized Health Care Procedure Manuals.
10. In accordance with Code of Virginia 8.01-226.5:1 and 22.1-274.2 and as of July 1, 2005, students diagnosed with anaphylactic reaction may possess and self administer auto-injectable epinephrine during the school day or at school sponsored activities or while on a school bus or other school property provided that:
 - a. Written consent of the parent is obtained stating that the student may self-administer auto-injectable epinephrine and that the student has demonstrated the ability to safely and effectively administer the auto-injectable epinephrine.
 - b. Written notice is obtained from the physician or licensed nurse practitioner

that identifies the student, states that the student has a diagnosis of anaphylactic reaction, states that the student has approval to self administer prescribed auto-injectable epinephrine, specifies the name and dosage of the medication and the frequency in which it is to be administered and the circumstances which may warrant the use of auto-injectable epinephrine, and states that the student has demonstrated the ability to administer auto-injectable epinephrine safely and effectively.

- c. An individualized health care plan and an emergency plan must be developed for the student.
 - d. The school nurse provides training for appropriate school staff in the use of auto-injectable epinephrine.
11. Clinic personnel shall keep all medication in a secure, clean and locked cabinet at all times. Keys to medication cabinet are never to leave the school building.
12. Clinic personnel shall keep a separate medication record for each student to include the student's name, the medication, the dosage, times to be given, signature of the person administering the medication, and remarks.
13. Herbal preparations and non-conventional preparations may be administered as long as the procedure for medication administration is followed and consent is obtained from the physician.
14. Emergency Lifesaving Measures
- a. The parent of any student who has a condition that would require emergency, lifesaving medication or other measures must inform the school nurse of the condition and provide instructions from the physician on measures to be taken, including administering any medication. Parents shall also provide all necessary medications and supplies needed for the care of their child during the school day. Such conditions may be but are not limited to Diabetes, Asthma, Food and Insect Allergies, Seizures.
 - b. In accordance with Code of Virginia 22.1-274:
 - i. In school buildings with an instructional and administrative staff of 10 or more, at least 2 employees shall have current training or have received training in the past 2 years in emergency first aid and CPR, and if one or more students attending such schools has been diagnosed with diabetes, at least 2 employees shall have been trained in the administration of insulin and glucagon. In school buildings with an instructional and administrative staff of fewer than 10, at least one employee shall have current training or shall have received training in emergency first aid and CPR, and if one or more students attending such school has been diagnosed with diabetes, at least one employee has been trained in the administration of insulin and glucagon. "Employee" includes any person employed by a local health department who is assigned to the public school pursuant to an agreement between the local health department and the school board. When a registered nurse, nurse practitioner, physician, or physician assistant is

present, no employee who is not a registered nurse, nurse practitioner, physician or physician assistant shall assist with the administration of insulin or administer glucagon. Prescriber authorization and parental consent shall be obtained for any employee who is not a registered nurse, nurse practitioner, physician or physician assistant to assist with the administration of insulin and administer glucagon.

- ii. With the exception of school administrative personnel and persons employed by school boards who have a specific duty to deliver health-related services, no licensed instructional employee, instructional aide, or clerical employee shall be disciplined, placed on probation or dismissed on the basis of his or her refusal to perform non-emergency health-related services for students. Instructional aides and clerical employees may not refuse to dispense oral medications. "Health related services" means those activities which, when performed in a health care facility, must be delivered under the supervision of a licensed or certified professional.

15. In accordance with Code of Virginia 22.1-274.3, school personnel shall not recommend the use of psychotropic medications for any student. "Psychotropic" medications are those medications whose prescribed intention is to alter mental activity or state, including, but not limited to, antipsychotic, antidepressant, anxiolytic and behavior altering medication. Nothing in this policy shall prohibit school health services staff, classroom teachers, or other school professionals from recommending that a student be evaluated by an appropriate medical practitioner, or prohibit school personnel from consulting with such practitioner, with the written consent of the student's parent.

16. Unused medication/supplies must be picked up by the last day of school. Any medication not picked up by the last day of school will be discarded by clinic personnel.

Sources:

Virginia Beach City Public Schools Health Services Manual

Hanover County Public Schools Medication Policy

Code of Virginia/Sections 22.1-274, 22.1-274.2, 22.1-274.3, 54.1-3408, 8.01-266.5:1

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