

ERVING SCHOOL COMMITTEE**ADMINISTRATION OF MEDICATIONS IN SCHOOL POLICY**

The purpose of the regulations is "...to provide minimum standards for the safe and proper administration of prescription medications to students in the Commonwealth's public and private primary and secondary schools. The regulations permit school nurses to delegate responsibility for administration of prescription medications to trained, nursing-supervised school personnel, provided the school district or private school registers with the Department of Public Health. The aim of 105.CMR 210.000 is to ensure that students requiring prescription medication during the school day will be able to attend school and to ensure that prescription medications are safely administered in school. 105 CMR 210.000 encourages collaboration between parent and guardians and the school in this effort."

Medication Orders/Parental Consent:

- The school nurse shall ensure that there is a proper medication order from a licensed prescriber, which is renewed as necessary, including the beginning of each academic year. Only the school nurse shall receive a telephone order or an order for any change in medication. Any such verbal order must be followed by a written order within three school days.
- For short-term medications, i.e., those requiring administration for ten school days or fewer, the pharmacy-labeled container may be used in lieu of a licensed prescriber's order. If the nurse has a question, she may request a licensed prescriber's order.

Medication Administration Plan:

- The school nurse, in collaboration with the parent/guardian whenever possible, shall establish a medication administration plan for each student receiving a medication.
- Provision for medication administration in the case of field trips and other short-term special school events shall be included in the plan. Every effort shall be made to obtain a nurse or school staff member trained in medication administration to accompany students at special school events. When this is not possible, the school nurse may delegate medication administration to another responsible adult. The school nurse shall instruct the responsible adult on how to administer the medication to the child.
- In accordance with standard nursing practice, the school nurse may refuse to administer or allow to be administered any medication, which, based on her/his individual assessment and professional judgment, has the potential to be harmful, dangerous or inappropriate. In these cases, the parent/guardian and licensed prescriber shall be notified immediately by the school nurse.

Delegation/Supervision:

For the purpose of administering emergency medication to an individual child, including parenteral administration (i.e., by injection) of epinephrine pursuant to 210.004 (B) (4), the school nurse may identify individual school personnel. Said school personnel shall be listed on

the medication administration plan and receive training in the administration of emergency medication to a specific child.

Handling, Storage and Disposal of Medications:

- A parent, guardian or parent designated responsible adult shall deliver all medications to be administered at school to the school nurse or other responsible person designated by the school nurse. In extenuating circumstances, as determined by the school nurse, the medication may be delivered by other persons; provided, however, that the nurse is notified in advance by the parent or guardian of the arrangement and the quantity of medication being delivered to the school.
- The medication must be in a pharmacy or manufacturer labeled container.
- No more than a thirty (30) school day supply of the medication for a student shall be stored at the school.

Documentation and Record-Keeping:

Where school personnel administer medications, each school shall maintain a medication administration record for each student who receives medication during school hours. Such record, at a minimum, shall include a daily log and a medication administration plan, including the medication order and parent/guardian authorization.

Reporting and Documentation of Medication Errors:

In the event of a medication error, the school nurse shall notify the parent or guardian immediately. If there is a question of potential harm to the student, the nurse shall also notify the student's licensed prescriber or school physician. Medication errors shall be documented according to 105 CMR 210.009 (B) (C).

Administration of Epinephrine by Auto-injector For Life-Threatening Allergic Reactions:

- The school nurse may train unlicensed personnel to administer epinephrine by auto-injector to individuals with diagnosed life-threatening allergic events. The responsible school nurse, in consultation with the school physician, manages the training program, with full decision-making authority. Persons authorized to administer epinephrine shall meet the requirements of section 210.004(B)(2):
- The school personnel authorized to administer epinephrine by auto injector are trained and tested for competency by the designated school nurse, in accordance with standards and a curriculum established by the DPH.
- When epinephrine is administered, there shall be immediate notification of the local emergency medical services (911), followed by notification of the student's parent(s) or guardian(s) or, if the parent(s) or guardian(s) are not available, any other designated person(s), the school nurse, the student's physician, and the school physician, to the extent possible. Because of the danger of biphasic reactions, trained emergency medical personnel must transport the child to the nearest emergency medical facility.

First Reading: 04-30-13

Second Reading, first vote: 05-21-13

Final Vote: 06-18-13