

**CODIFICATION REFERENCE NUMBER: 5330**

**DATE:** March 8, 1999

**ADMINISTRATION OF MEDICATION**

**DEFINITIONS:**

- **"MEDICATION"** means any prescription drug or over-the-counter medicine or nutritional supplement and includes, but is not limited to, aspirin and cough drops.
- **"ADMINISTRATION"** means the taking of any medication by inhalation, ingestion, injection, or application to any part of the body or the giving of direct physical assistance to the person who is inhaling, ingesting, injecting, or applying medication.
- **"SELF-ADMINISTRATION"** means carrying and taking medication without the intervention of the school nurse, approved through the school District policy #5330 and restricted to students with asthma, bee/food allergies, and other life-threatening illnesses.
- **"LIFE-THREATENING ILLNESS"** means an illness or condition that requires an immediate response to specific symptoms or sequelae (an after effect of disease or injury) that if left untreated may lead to potential loss of life, i.e. adrenaline injection in anaphylaxis.
- **"A PRE-FILLED SINGLE DOSE AUTO INJECTOR MECHANISM CONTAINING EPINEPHRINE"** is a medical device used for the emergency administration of epinephrine to a pupil for anaphylaxis.

**PERMISSION FOR ADMINISTRATION BY A SCHOOL NURSE OR REGISTERED NURSE**

Permission for administration of medication in school or at school-related events will be given only when the pupil's attendance depends upon the timely administration of medication in school or at school-related events.

Medication will not be administered to a pupil who is physically unfit to attend school or has a contagious disease. Any such pupil should not be permitted to attend school and may be excluded in accordance with Policy No. 8451.

Parents or guardians requests for the administration of medication in school must be made in writing and signed by the parents or guardians.

The parents or guardians must submit a certified statement written and signed by the pupil's physician. The statement must include:

- The pupil's name,

- The name of the medication,
- The purpose of its administration to the pupil for whom the medication is intended,
- The proper timing and dosage of medication,
- Any possible side effects of the medication,
- The time when the medication will be discontinued,
- A statement that the pupil is physically fit to attend school and is free of contagious disease, and
- A statement that the pupil would not be able to attend school if the medication is not administered during school hours.

The request for the administration of medication must be made to the principal or his/her designee prior to any administration of medication or delivery of the medication to the school. The principal may consult with the school nurse and the school physician in making his or her final determination to allow or deny the request. An approved request will be signed by the principal and/or school nurse and the pupil's parents or guardians; the parents or guardians will be informed of the reason for a denied request: a denied request may be appealed to the Superintendent.

A parent/legal guardian may provide the Superintendent written authorization for the emergency administration of epinephrine by means of a pre-filled single dose auto injector mechanism containing epinephrine for anaphylaxis provided that:

- The parent/legal guardian provides the Superintendent with orders from the physician or an advanced practice nurse that the pupil requires the administration of epinephrine for anaphylaxis and does not have the capability for self-administration of the medication.
- The school nurse has the primary responsibility for the administration of a pre-filled single dose auto injector mechanism containing epinephrine. However, the school nurse may designate, in consultation with the Board or Superintendent, another employee of our District trained in accord with the "Training Protocols for the Implementation of Emergency Administration of Epinephrine" issued by the New Jersey Department of Education to administer a pre-filled single dose auto injector mechanism containing epinephrine when the school nurse is not physically present at the scene. The pupil's parent/legal guardian must consent in writing to the designated person if applicable.
- The parent/legal guardian must be informed in writing by the school nurse that our School District has no liability as a result of any injury arising from the proper administration of a pre-filled single dose auto injector mechanism containing epinephrine if the procedures as outlined in this policy and "Training Protocols for the Implementation of Emergency Administration of Epinephrine" issued by the New Jersey Department of Education are followed.
- The parent/legal guardian must sign a statement that shall indemnify and hold our District and employees harmless against any claims arising from the administration of a pre-filled single dose auto injector mechanism containing epinephrine if the procedures as outlined in this policy and "Training Protocols for the Implementation of Emergency Administration of Epinephrine" issued by the New Jersey Department of Education are followed.

- The permission for the emergency administration of epinephrine by means of a pre-filled single dose auto injector mechanism containing epinephrine to pupils for anaphylaxis is effective for the school year it is granted and must be renewed for each subsequent school year.

## **PERMISSION FOR SELF-ADMINISTRATION OF MEDICATION**

Permission for self-administration of medication of a pupil with asthma or another potentially life-threatening illness may be granted under the following conditions:

- Parents or guardians must provide the school nurse written authorization for the self-administration of medication. The request must be a signed written statement by the pupil's parents or guardians;
- The parents or guardians of the pupil must provide the school nurse with a signed written certification from the physician of the pupil that the pupil has asthma or another potentially life threatening illness and is capable of, and has been instructed in the proper method of self-administration of medication.
- The statement must include:
  - The pupil's name,
  - The name of the medication,
  - The purpose of its administration to the pupil for whom the medication is intended,
  - The proper timing and dosage of medication,
  - Any possible side effects of the medication,
  - The time when the medication will be discontinued,
  - A statement that the pupil is physically fit to attend school and is free of contagious disease, and
  - A statement that the pupil would not be able to attend school if the medication is not administered during school hours.

The school nurse shall inform the parents or guardians of the pupil in writing that the School District, the Board, and its employees or agents shall incur no liability as a result of any injury arising from the self-administration of medication by the pupil.

The parents of guardians of the pupil must sign a statement acknowledging that the school District shall incur no liability as a result of any injury arising from the self-administration of medication by the pupil and that the parents of guardians shall indemnify and hold harmless the school District, the Board, and its employees or agents from any and all claims arising out of the self-administration of medication.

Requests for the self-administration of medication should be made to the principal or his/her designee, who may grant or deny the request. The principal or his/her designee may consult with the school nurse and school physician in making his or her determination. An approved request will be signed by the principal or his/her designee and given to the school nurse and the pupil's parents or

guardians; the parents or guardians will be informed of the reason for a denied request; a denied request may be appealed to the Superintendent.

Permission to self-administer one medication shall not be construed as permission to self-administer other medication.

Permission shall be effective on the school year for which it is granted only. The conditions cited above must be fulfilled in order for the permission to be renewed.

## **CUSTODIANSHIP OF MEDICATION**

### **MEDICATIONS TO BE ADMINISTERED BY THE SCHOOL NURSE OR A REGISTERED NURSE**

- All medications must be delivered to the school by the parent or guardian.
- All medications must be in the original container, with the prescription information affixed.
- The school nurse shall be custodian of pupil's medication, which will be secured under lock and key under appropriate conditions.
- Any unused medication must be picked up by the pupil's parent or guardian.
- After reasonable efforts to have the parent retrieve the medication have failed, any unused medication that remains in the school at the end of the school year or two weeks after the pupil stops taking the medication, whichever first occurs, must be destroyed or discarded by the school nurse, in accordance with proper medical controls.

### **MEDICATIONS TO BE SELF-ADMINISTERED BY A PUPIL**

- Time being of the essence in cases of asthma and other potentially life threatening illness, all medications to be self-administered by a pupil must be kept in the pupil's possession.
- No pupil may possess medication for self-administration unless the proper permission has been granted by the principal or his/her designee, and a record of the medication is on file in the office of the school nurse.
- Pupils who are permitted to self-administer medications must secure their medication in such a manner that the medication will not be available to other pupils.

When medication must be routinely administered to a pupil at a time when the school nurse cannot be present in the school building and the parent cannot be present, the medication may be administered directly by the affected pupil, provided that:

- The pupil is sufficiently mature and responsible to self-administer the medication; and
- The risk of improper administration is minimal.

When practical, the self-administration should be observed and supervised by a teaching staff member trained by the school nurse in the proper administration of the medication.

## **ADMINISTRATION OF MEDICATION**

No medication shall be administered to or taken by the pupil in school or at a school-sponsored event except as permitted by Board policy and this regulation.

Medication may be administered only by the school nurse, a registered nurse, the pupil's parent or guardian, or in the case of pupils with asthma or other potentially life threatening illness by the pupil when proper permission has been granted.

When practical, self-administration of medication should be observed by the school nurse or another school official.

Pupils self-administering medication shall report each administration of medication and any side effects to a teacher, coach, or the individual in charge of the pupil during school activities. Such individual shall report all administrations and any side effects reported or observed to the school nurse within 24 hours.

When a pupil attends a school-sponsored event at which medication may be required (such as an outdoor field trip or athletic competition) and the school nurse cannot be in attendance, the pupil's parent or guardian will be invited to attend. If neither the school nurse nor the parent or guardian can attend and the pupil does not have permission to self-administer medication and there is a risk that the pupil may suffer significant injury from lack of medication is substantial, the pupil may be excused from the event.

## **EMERGENCIES**

Any medical emergency requiring medication of pupils will be handled in accordance with Policy No. 8441 and implementing regulations on first aid and, as appropriate, the school medical inspector's standing orders for school nurses.

## **RECORDS**

The school nurse shall include the following in a pupil's health record:

- The approved written request for the administration or self-administration of medication;
- A record of each instance of the administration of the medication by the school nurse or a registered nurse;
- A record of reports by teachers, coaches, and other individuals in charge of school activities who report student self-administration of medication;
- Any side effects that resulted from the administration of medication; and
- Whether the supply of medication provided in cases where the medication is to be administered by the school nurse or a registered nurse was exhausted or the parent or guardian removed the medication or, if the parent failed to remove the medication, the medication was destroyed and the date on which that occurred.

## **NOTIFICATION**

The school nurse may provide the principal and other teaching staff members concerned with the pupil's educational progress with information about the medication and administration when such release of information is in the pupil's best educational interest.

The school nurse will provide teachers, coaches, and other individuals in charge of school activities with a list of pupils who have been given permission to self-administer medication.

The school nurse will inform the pupil's parent or guardian of any difficulty in the administration of medication or any untoward side effects.

The school nurse will report to the school physician any pupil who appears to be adversely affected by the medication.

# BERNARDS TOWNSHIP PUBLIC SCHOOLS

## ADMINISTRATION OF MEDICATION

### BERNARDS TOWNSHIP BOARD OF EDUCATION POLICY 5330 P.L. 1995/1996 CHAPTER 308

"The Bernards Township Board of Education disclaims any and all responsibility for the diagnosis and treatment of the illness of any pupil. At the same time, the Board recognizes that a pupil's attendance may be contingent upon the timely administration of medication duly prescribed by a physician. The Board will permit the dispensation of medication in school only when the pupil's health and continuing attendance in school so require and when the medication is administered in accordance with this policy."

**ANY and ALL MEDICATION** requires a medical doctor's written order **AND** written parental permission before it can be administered. This includes all **prescription medication** and **all over-the-counter medication**, including but not limited to **Tylenol, aspirin, cough drops** and **nutritional supplements**.

All medication must be delivered to the school nurse by the parent/guardian. Medication must be in its original labeled container. Prescription bottles must be legible and include the pupil's name, date ordered, medication name, dosage, and times for administration.

No medication will be administered in school except by the school nurse, another registered nurse, or the pupil's parent/guardian. **EXCEPTION - EMERGENCY MEDICATION** for pupils with **asthma** or other **life-threatening illnesses, i.e., Bee sting allergy or allergy to foods and/or additives** requiring immediate response with physician prescribed medication. These pupils may self-administer their emergency medication provided a physician's written order and the parent/guardian written request for their child's self-administration of emergency medication is on file in the school nurse's office. The building principal or his/her designee will approve or disapprove a request for pupil self-administration. A denied request may be appealed to the Superintendent.

**INDEMNIFICATION/HOLD HARMLESS AGREEMENT FOR SELF-ADMINISTRATION OF MEDICATION:** The parent(s) guardian(s) agree(s) to indemnify, defend and hold the School District harmless from any and all claims, actions, costs, expenses, damages, and liabilities, including attorney's fees, arising out of, connected with, or resulting from the self-administration of medication by the pupil. The parent(s) guardian(s) agree(s) to extend this indemnification/hold harmless agreement to the Board of Education, Board of Education employees, and its agents. The parent(s) guardian(s) agree(s) the School District, Board of Education employees, and its agents shall incur no liability as a result of any injury arising out of or connected with the self-administration of medication by the pupil.

This agreement shall take effect on the date on the Physician's Order Form and shall stay in effect for as long as the pupil is provided permission to self-administer medication. **NOTE: ORDER MUST BE RENEWED EACH SCHOOL YEAR.** This agreement must be signed in full effect prior to the granting of permission to self-administer medication.





