

ADMINISTERING MEDICATION TO STUDENTS

The Brewer School Department acknowledges that in certain instances it may be necessary for a student to have medication administered to him/her while in attendance at school. The Brewer School Department discourages the administration of medication on school premises where other options exist. Whenever possible, it is recommended that the first dose of a newly-prescribed medication be given at home.

I. REQUESTS TO ADMINISTER MEDICATIONS PURSUANT TO HEALTH PROVIDER ORDER

The following procedure must be followed for any medication (whether prescription or over-the-counter) to be administered to a student pursuant to a health care provider's order. Such an order must be obtained from a health care provider who has a current Maine license with a scope that includes prescribing medication.

1. The parent/legal guardian shall obtain a copy of the Brewer School Department's Request/Permission to Administer Medication in School Form and Brewer School Committee Policy JLCD from the school nurse, school office or the Brewer School Department website www.breweredu.org.
2. The parent/legal guardian and the student's health care provider shall complete and sign the Request/Permission Form.
3. The parent/legal guardian shall return the Request/Permission Form to the school office along with the medication:
 - In the original container (and in the case of prescription medications, appropriately labeled by the health care provider or pharmacy)
 - Including no more than the amount of medication needed to be given at school
4. The school nurse shall review the Request/Permission form for completeness and clarity. If the nurse has any questions or concerns about the form, he/she will contact the parent/legal guardian, as appropriate for more information.
5. If there is a later change in the medical order (such as change in dose, frequency or type of medication), a new Request/Permission form must be completed.
6. Medication orders must be renewed at least annually.
7. Medication no longer required (or remaining at the end of the school year) must be removed by the parent/legal guardian. Medication not removed by the parent/legal guardian in a timely manner shall be disposed of by the school unit.

8. The Brewer School Committee disclaims any and all responsibility for the diagnosis, prescription of treatment, and administration of medication for any student.

II. SELF-ADMINISTRATION OF MEDICATIONS

Inhalers and Epi-Pens

Students shall be authorized to possess and self-administer emergency medication from an asthma inhaler or epinephrine pen (epi-pen) if the following requirements are met.

1. The student must have the prior written approval of the student's health care provider and, if the student is a minor, the prior written approval of his/her parent/guardian (see Request/Permission Form).
2. The student/s parent/guardian must submit written verification from the student's health care provider confirming that the student has the knowledge and the skills to safely possess and use an asthma inhaler or epi-pen in school.
3. The school nurse shall evaluate the student's technique to ensure proper and effective use of an asthma inhaler or epi-pen in school.

Other Medications

Students are not allowed to carry medications (this includes prescription medications as well as those purchased over-the-counter) while in school

III. ADMINISTERING OF OVER-THE-COUNTER MEDICATIONS

With prior parental/legal guardian permission and a signed order by a health care provider who has a current Maine license with a scope that includes administering medication, students may receive certain over-the-counter medications at school. All such requests must be approved by the school nurse.

IV. PERSONNEL AUTHORIZED TO ADMINISTER MEDICATIONS

Medications may be administered by the school nurse and/or by authorized unlicensed school personnel who have received appropriate training. Annual refresher training is required for all unlicensed personnel authorized to administer medications. The school nurse shall maintain appropriate documentation of training. Authorization to administer medications shall be made by the Superintendent based upon the recommendations of the school nurse.

V. ADMINISTRATION OF MEDICATION DURING OFF-CAMPUS FIELD TRIPS AND SCHOOL-SPONSORED EVENTS

The school will accommodate students requiring administration of medication during field trips or school-sponsored events as follows:

1. The school nurse will determine whether an individual student's participation is contraindicated due to the unstable/fragile nature of his/her health condition, the distance from emergency care that may be required, and/or other extraordinary circumstances. The student's parent/guardian and primary care provider will be consulted in making this determination.
2. The parent/guardian must provide the appropriate number of doses needed for the duration of the field trip or school-sponsored event.
3. When there are no contraindications to student participation, an appropriately trained staff member will be assigned to administer medication. The parent/guardian will be encouraged to accompany the student, if possible, to care for the student and administer medication.
4. All provisions of this policy shall apply to medications to be administered during off-campus field trips and school-sponsored events.

VI. CONFIDENTIALITY OF INFORMATION

To the extent legally permissible, school staff may be provided with such information regarding a student's medication(s) as may be in the best interest of the student.

VII. DELIVERY OF MEDICATION

The student's parents shall deliver any medication to be administered by school personnel to the school in its original container. In the event that this is not practical, the parent must contact the school to make alternate arrangements.

No more than a 20-day (one month) supply of medication shall be kept at school, excluding inhalers and epinephrine pens. The parent is responsible for the replenishment of medication kept at school.

If the health care provider's order/prescription is for a medication regulated by the Federal Narcotics Act, no more than a one week supply shall be kept at school.

VIII. STORAGE OF MEDICATIONS/RECORDKEEPING

1. School personnel and the student's parent/guardian shall account for all medications brought to school. The number of capsules, pills or tablets, and/or volume of medications brought to school shall be recorded on the medication log (Form JLCDB).
2. All medications shall be stored in a secure space in the school nurse's office or school office and locked at all times except during the actual administration of medication.
3. Clearly marked containers are provided for daily medications and those to be taken as needed.
4. A Medication Record Book shall be maintained by the school nurse/designee, including the Request/Permission Forms and individual medication records for each student to document the administration of all medications (dose administered, by whom, date, time and any errors).
5. All medication errors shall immediately be reported to the school nurse, who will then notify the health care provider and then the parent/guardian.

IX. Administrative Procedures

The Superintendent/designee shall develop any administrative procedures necessary to implement this policy and as required by Maine Department of Education Rules.

Legal Reference: 20-A MRSA Section 254(5) and Section 4009(4)
 Maine Department of Education Rule Chapter 40
 28 CFR Part 35 (Americans with Disabilities Act of 1990)
 34 CFR Part 104 (Section 504 of the Rehabilitation Act of 1973)
 34 CFR Part 300 (Individuals with Disabilities Education Act)

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