## 210. USE OF MEDICATIONS

### 1. Purpose
The Board shall not be responsible for the diagnosis and treatment of student illness. Ideally, all medication should be given at home. In some situations, however, the attendance and education of a student is dependent upon receiving medication while at school. If a student is required to take medications during school hours, the parents/guardians and student must comply with the required procedures.

**Pol. 103**

This policy and procedures affected by this policy are effective for the regular academic year, field trips, and before/after school programs and summer programs.

### 2. Definition
For purposes of this policy, medication shall include all medicines prescribed by a physician and any over-the-counter (OTC) medicines, including herbal preparations, enzymes, vitamins and minerals.

### 3. Delegation of Responsibility
The administration of medication to students at school is a closely controlled situation.

The Superintendent or designee, in conjunction with the Department of Health Services Chairperson, shall develop procedures for the administration and self-administration of students’ medications.

Building administrators and the department chair shall review regularly the procedures for administration and self-administration of medications and shall evaluate recordkeeping, safety practices, and effectiveness of this policy.

The district shall inform all parents/guardians, students and staff about the policy and procedures governing the administration of medications. Primary notification shall take place via the student handbook.

The treatment of illnesses and injuries is permitted in accordance with guidelines approved by the school physician by appropriate Spring-Ford Area School District personnel. Only Certified School Nurses (CSN) or licensed nurses (RN) employed by the Spring-Ford Area School District may administer medications as part of the
treatment of these illnesses and injuries as prescribed by the school physician or student’s private health care provider. Contracted and/or agency nurses that are administering medication to their assigned student as a part of the student’s individualized care plan must have their agency supervisor provide the building nurse the list of medications and administration schedule for each student at the beginning of the school year or at anytime during the school year when the medications and/or schedule changes.

The Spring-Ford Area School District CSN or other licensed nurses (RN’s) cannot lawfully delegate the nursing function of medication administration to the principal, teacher, administrative personnel, and paraprofessionals.

4. Authority

**Administration Of Medication**

**Individual Orders –**

<table>
<thead>
<tr>
<th>SC 510</th>
<th>Title 22</th>
<th>Sec. 12.41</th>
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<tbody>
<tr>
<td>1.</td>
<td>Before any medication may be administered to any student during school hours:</td>
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<td>a. The parent/guardian shall request such administration, give written permission for such administration and relieve the Board and its employees of liability for the administration of medications, and</td>
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<td>b. The parent/guardian shall provide a medication order from the prescribing physician, podiatrist, dentist, optometrist, certified registered nurse practitioner and physician’s assistant within their scope of practice.</td>
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<td>2.</td>
<td>Medication orders must include:</td>
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<td>a. Full name of student and date of birth.</td>
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<td>b. Name of condition for which the medication is being prescribed.</td>
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<td>c. Name and signature of the licensed prescriber and phone number.</td>
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<td>d. Name of medication.</td>
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<td>e. Route and dosage of administration.</td>
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<td>f. Frequency and time of administration.</td>
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<td>g. Date of order and discontinuation.</td>
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<td>h. Specific directions for administration, if any.</td>
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i. Any special circumstances under which the medication is being prescribed.

j. Any specific side effects, contraindications and adverse reactions to be observed.

k. Any other medications being taken by the student.

3. Medication orders must be provided to the CSN/RN in writing, with an original signature or an authorized electronic signature. These orders can be accepted from a licensed prescriber on his/her letterhead, prescription pad or on a form provided by the school for this purpose and signed and dated by a licensed prescriber. Medication orders shall not be accepted from a chiropractor.

4. Parent/Guardian permission for administration of individually ordered medications must be renewed at the start of each school year and with any changes. The written permission must include:

   a. Parent’s/Guardian’s printed name and signature.

   b. Parent’s/Guardian’s emergency phone number.

5. The certified school nurse (CSN) or licensed nurse (RN) must be notified in writing of any changes in medication from both the parent/guardian and the physician. Otherwise, medication orders are valid for the current school year and subsequent school summer session.

**Standing Orders** –

1. The School Physician Consultant may authorize the administration of specific over-the-counter medications and/or emergency medications according to a defined protocol. These orders will be reviewed, updated and renewed annually as evidenced by the School Physician Consultant’s signature.

2. Parent/Guardian consent is needed for the administration of over-the-counter medications covered by the standing orders. Parent/Guardian consent is not needed for the administration of emergency medications covered by the standing orders. This consent will be provided annually on the Spring-Ford Area School District Health Information form.

3. Each health office will maintain a copy of the signed standing orders.
4. All medication will be administered by the certified school nurse (CSN) or licensed nurse (RN) during the school day with the exception of some emergency medications (see below).

5. Prescription medication must be brought to school in the labeled prescription container which includes:

   a. Name, address, telephone and federal DEA number of the pharmacy.

   b. Student name.

   c. Name of medication and amount dispensed.

   d. Directions for use (dosage, route, frequency/time of administration, special instructions).

   e. Name and registration number of the licensed prescriber.

   f. Date originally filled.

   g. Controlled substance statement, if applicable.

6. Nonprescription medication which is ordered by a licensed prescriber must be brought to school in the original container with an attached label, which includes the child’s name, name and purpose of medication, dosage, and time to be given.

7. The parent/guardian shall supply all equipment associated with the proper administration of the medication (nebulizers, spacers, tubing, masks, mouthpieces, syringes, glucometers, etc.). This equipment must be in a container labeled with the student’s name.

8. The parent/guardian or designated adult shall hand deliver the medication and associated equipment, along with medication forms, to the nurse’s office. If it is impossible to hand deliver the medication to the nurse’s office, special arrangements should be made with the certified school nurse and principal.

9. All medication and associated equipment to administer the medication will be counted by the certified school nurse (CSN) or other licensed nurse (RN) and the parent/guardian or designated adult each time the medication container or equipment is brought to school. The date, amount of medication, description of equipment, signatures of parent/guardian or designated adult and CSN or licensed nurse (RN) will be noted on the Spring-Ford Area School District Medication/Equipment Sign-In. No more than thirty (30) days supply of medication can be stored at the school building.
10. All medication will be kept in a secured, locked place used exclusively for medications in the nurse’s office.

11. Medications that require refrigeration should be stored and locked in a refrigerator designated for medications only. Food should not be stored in the same refrigerator as medications.

12. Access to all medications will be limited to the CSN and licensed nurse (RN) except that in life threatening emergencies, designated personnel may have access.

13. Any medication given during school hours must be documented in an individual student medication record. The following information must be included:

   a. Student name.
   
   b. Name of medication.
   
   c. Date and time of administration.
   
   d. Dose of medication.
   
   e. Route and site of administration.
   
   f. Signature/initials of licensed person administering/observing medications being taken.

   The medication record, the parent’s/guardian’s authorization form authorizing school medication administration, the licensed prescriber’s orders, and any other related medication documents shall be kept in the student’s health record in the office of the school nurse in the student’s current building of attendance.

14. The CSN/RN may refuse to administer the medication if s/he completes an assessment and makes a professional judgment that administration of the medication to the student would be harmful, dangerous and/or inappropriate. The nurse must notify the parent/guardian and licensed prescriber immediately and explain the reason for refusal to administer the medication.

15. Information about these medication procedures will be updated for the student handbooks. Information will be made available to the faculty and to the parent/guardian at the beginning of the school year and as necessary.
16. A parent/guardian or designated adult must pick up expired or discontinued medication within five (5) days. A parent/guardian or designated adult must pick up any unused medication at the end of the school year. Documentation of the returned medication should be noted on the Spring-Ford Area School District Medication/Equipment Sign-In log.

17. Any unclaimed medication remaining in the nurse’s office at the end of the school year will be destroyed by the CSN/RN and a witness. Documentation of the disposal will be noted in the student’s health record per procedure.

5. Guidelines

Confidentiality

All student health records shall be confidential and their contents, including medication administration, divulged to non-school personnel only when necessary for the health of the child, at the request of the parent/guardian to a physician, or in health and safety emergencies to assist in appropriate treatment of the student.

The CSN/RN is required to safeguard the students’ right to privacy and confidentiality of student health information.

Information about medications within the student health records will be shared with Spring-Ford Area School District personnel who need to know to benefit the student and who have the expertise to understand and interpret the health information in relation to school and education needs.

Medical Plans Of Care/Emergency Response

1. The CSN/RN will collaborate with school administration, faculty and staff to develop plans that best meet the students’ needs and serves as an advocate for the students. These needs are best communicated through written plans of care such as the:

   a. Individualized Health Care Plan (initiated by the CSN/RN).

   b. Emergency Care Plan (initiated by the CSN/RN).

   c. Chapter 15 Service Agreement (504).

   d. Individualized Education Plan (IEP) with medical component.
2. The CSN/RN will:
   a. Communicate health conditions of students with health needs that may lead to a health emergency with staff who are providing academic and related services to students.
   b. Teach appropriate staff to assist student in using emergency medication.
   c. Teach appropriate staff to administer emergency care, including use of inhalers and Epi-pens, according to current first aid standards.

3. School staff are immune from civil liability when rendering emergency care, first aid or rescue to a student requiring such care, including use of an inhaler or epinephrine injection.

References:

School Code – 24 P.S. Sec. 510, 1402, 1409

State Board of Education Regulations - 22 PA Code Sec. 12.41

Good Samaritan Civil Immunity for Use of Automated External Defibrillator – 42 Pa. C.S.A. 8331.2

Civil Immunity of School Officers or Employees Relating to Emergency Care, First Aid or Rescue – 42 Pa. C.S.A. Sec. 8337.1

Pennsylvania Department of Health “Guidelines for Pennsylvania Schools for the Administration of Medications and Emergency Care” March 2010

Board Policy – 103, 121, 122, 123, 203, 210.1, 216