

ADMINISTERING MEDICATION TO STUDENTS

The Board acknowledges that in certain instances it may be necessary for a student to have medication administration to him/her while in attendance at school. The Board 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.

A. REQUESTS TO ADMINISTER MEDICATIONS PURSUANT TO HEALTH PROVIDER ORDER

The following procedure must be followed for any prescription or over the counter medication to be administered to a student pursuant to a health care provider's order. Such an order must be obtained from a medical/health practitioner who has a current Maine license with a scope that includes administering medication. This section does not apply to the administration of medical marijuana; please see JLCDA - Medical Marijuana in Schools policy for specific requirements.

1. The parent/legal guardian shall obtain a copy of the RSU #1's Authorization to Administer Medication form and Board Policy JLCD from the district website, school nurse or school office.
2. The parent/legal guardian and the student's health care provider shall complete and sign the Authorization to Administer Medication form.
3. The parent/legal guardian shall return the Authorization to Administer Medication form to the school nurse or 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. Medications sent to school improperly packaged and/or without a physician's signature *will not* be administered, and the parent/legal guardian will be notified.
4. The parent/legal guardian must supply all medications and administration equipment needed by a student in school, including, but not limited to, glucose tablets, glucagon, glucose monitoring equipment, epi-pens, and nebulizer equipment. The parent/legal guardian shall transport medications to school unless other arrangements have been made with the school nurse.
5. The school nurse shall review the Authorization to Administer Medication form for completeness and clarity. If the nurse has any questions or concerns about the form, he/she will contact the parent/legal guardian and/or health care provider, as appropriate, for more information.
6. If there is a later change in the medical order such as change in dose, frequency or type of medication, a new Authorization to Administer Medication form must be completed and a new prescription container provided to the school.
7. Medication orders must be renewed at least annually.
8. 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 by the end of the school year shall be disposed of by the school nurse.
9. The board disclaims any and all responsibility for the diagnosis, prescription of treatment, and administration of medication for any student.

10. In accordance with Department of Education Rule Chapter 40 § 2(B), the school nurse may decline to administer a medication if he/she believes such administration would jeopardize student safety. In this case, the school nurse must notify the parent/legal guardian, the student's health care provider and the school administrator (i.e., building principal or designated administrator).
11. School personnel administering medications must maintain student confidentiality at all times.

C. SELF-ADMINISTRATION OF MEDICATIONS

Students may be permitted to possess and self-administer prescription medications in school on a case-by-case basis. All such requests must be approved by the school nurse, who has the discretion to authorize self-medication based on the nature of the medications, the risk of abuse or transfer to other students, the capacity of the student to safely handle the medication and any other relevant factors. Students are not allowed to self-administer medical marijuana under any circumstances. Medications that are shared with classmates will be immediately confiscated and the student's privilege of medication self-administration will be revoked.

Inhalers and Epi-Pens

The parent/legal guardian and physician are expected to complete an asthma and/or allergy action plan annually if students are medicated for persistent asthma or anaphylaxis.

Students shall be authorized to possess and self-administer prescribed 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/legal guardian.
2. The student's parent/legal 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.

Diabetic Supplies and Medications

The parent/legal guardian will provide a completed diabetes management plan annually if students are treated for diabetes. The parent/legal guardians are required to provide glucose testing equipment, insulin, glucagon, snacks and other supplies necessary for the students.

D. PERSONNEL AUTHORIZED TO ADMINISTER/DISPENSE MEDICATIONS

Medication, other than medical marijuana, 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.

E. 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.

F. STORAGE OF MEDICATIONS/RECORDKEEPING

1. All medications shall be stored in a secure space in the school nurse's office and locked at all times except during the actual administration of medication. Emergency medication may be in an unlocked, secure space designated by the school nurse and/or school administrator (ie. epi-pens, glucagon, inhaler).
2. A medication administration log shall be maintained by the school nurse/designee, including the Authorization to Administer Medication forms and individual medication records for each student to document the administration of all medications. Records should include the dose administered, by whom, date, and time.
3. Any medication error should be reported to the parent, physician, and supervisory school personnel (school nurse/administrator).

G. 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 §254(5); 4009(4); 6305; 6306
22 MRSA §2426
Maine Public Law 369 (2015)
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)
JLCDA - Medical Marijuana in Schools policy

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