

## ADMINISTERING MEDICINES TO STUDENTS

Students needing medication are encouraged to receive the medication at home, if possible. . If this is not possible, it is done in compliance with the following:

1. The school nurse or person or persons approved by the Board to administer medication receives a written request, signed by the parent (s) having care or charge of the student, that the drug be administered to the student. The school nurse does not delegate the dispensing of medication to any unlicensed personnel. The school nurse or person (s) approved do not dispense medication for the treatment of fever.
2. Each person designated to administer medication receives a daily medication form, signed by the parent and physician or other person licensed to prescribe medication, which includes all of the following information:
  - A. The name and address of the student
  - B. The school and class in which the student is enrolled
  - C. The name of the drug and the dosage to be administered
  - D. The times or intervals at which each dosage of the drug is to be administered
  - E. The date on which the administration of the drug is to begin
  - F. The date on which the administration of the drug is to cease
  - G. Any severe adverse reactions which should be reported to the physician and one or more telephone numbers at which the person who prescribed the medication can be reached in case of an emergency.
  - H. Special instructions for administration of the drug, including sterile conditions and storage
  - I. Each medication must have their own daily medication form. Medication cannot be combined on the same daily medication form.
  - J. A new daily medication form must be completed for each school year regardless of life-long medication usage.
3. Medication for specific medical conditions (asthma, food or insect allergies, seizures, diabetes) must have an Emergency Action Plan filled out & signed by physician and parent. A separate daily medication form DOES NOT need filled out as long as medication is listed on the emergency action plan.
4. The label on the prescription container must state the child's name, address and correct dispensing instructions.
5. Any tablets that must be split, needs to be done prior to the school receiving the medication. Any liquid medication must be supplied with a correct pharmaceutical measuring cup.
6. The parent(s) agree to submit a revised statement signed by the physician who prescribed the drug to the person designated to administer medication if any of the information provided by the person licensed to prescribe medication as described above changes.
7. The drug is received by the person authorized to administer the drug to the student for whom the drug is prescribed in the container in which it was dispensed by the prescribing physician or other licensed prescribing professional.
8. The school nurse or authorized trained designee has the right to refuse the dispensing of any medication based on questionable dosage, procedure and/or drug interactions. The student's physician will be contacted to verify dispensing of any medication.

9. The person designated by the Board establishes a location in each school building for the storage of drugs to be administered. All such drugs shall be stored in that location in a locked storage place. Drugs which require refrigeration may be kept in a refrigerator in a place not commonly used by students or staff and cannot be combined with food in the refrigerator.
10. No person who has been authorized by the Board to administer a drug and has a copy of the most recent statement which was given to him/her prior to administering the drug is liable for administering or failing to administer the drug, unless such person acts in a manner which constitutes "gross negligence or wanton or reckless misconduct."
11. A person employed by the Board is not required to administer a prescribed drug to a student unless a Board regulation establishes a requirement; furthermore, the Board shall not require an employee to administer a drug to a student if the employee objects, on the basis of religious convictions, to administering the drug.
12. Effective July, 1, 2011, only employees of the board who are licensed health professionals, or who have completed a drug administration training program conducted by a licensed health professional and considered appropriate by the board, may administer to a student a drug prescribed for the student.
13. Board policy and regulations dispensation of medication must be formally adopted by the Board and may be changed, modified or revised only by action of the Board.

#### Inhalers and Epinephrine Autoinjectors

Students have the right to possess and use a metered-dose inhaler or dry-powder inhaler to prevent or alleviate asthmatic symptoms. The right applies at school or at any activity, event or program sponsored by or in which the student's school is a participant. An EMERGENCY ACTION PLAN which includes medication ordered must be on file with the school principal or school nurse; and prescriber's approval that student has been trained and knows how to use the medication appropriately in order for a student to possess the inhaler.

Students have the right to possess and use only in an emergency an epinephrine autoinjector to prevent the anaphylactic response to a severe allergy. In the case that the epinephrine autoinjector is used by the student, the closest school staff member must notify the school nurse, other medical trained personnel or EMS immediately. The right applies at school or at any activity, event or program sponsored by or in which student's school is a participant. An EMERGENCY ACTION PLAN which includes medication ordered & SECOND EPIPEN must be on file with the school principal or school nurse; and prescriber's approval that student has been trained and knows how to use medication appropriately in order for a student to possess the autoinjector.

The physician's written approval must specify the minimum following information in an EMERGENCY ACTION PLAN:

1. The student's name and address
2. The name of the medication contained in the inhaler
3. The date the administration of the medication is to begin
4. The date, if known, that the administration of the medication is to cease
5. Written instructions which outline the procedures school personnel should follow in the event that the asthma medication does not produce the expected relief from the student's asthma attack
6. Any severe adverse reactions that may occur to the student using the inhaler that should be reported to the physician
7. Any severe reactions that may occur to another student for whom the inhaler is not prescribed, should he/she receive a dose of the medication

8. At least one emergency telephone number for contacting the physician
9. At least one emergency telephone number for contacting the parent, guardian or other person having care or charge of the student in an emergency and
10. Any other special instructions from the physician.

In no circumstances will the District, any member of the Board or any Board employee be liable for injury, death or loss of person or property when a district employee prohibits a student from using an inhaler or epinephrine autoinjector because the employee believes, in good faith, that the required written approvals have not been received by the principal. Additionally, liability cannot accrue because the employee permits the use of an inhaler or epinephrine autoinjector when the employee believes in good faith that the written approval(s) have been received by the appropriate authority.

#### Non-Individual specific Epinephrine Autoinjector Policy (ORC 3313.7110)

- a. This policy is intended to accommodate individuals with undiagnosed life-threatening allergies.
- b. The school district will obtain a prescriber-issued protocol specifying definitive orders for epinephrine autoinjector and dosages of epinephrine to be administered through them. This prescriber shall be a licensed health care professional authorized to prescribe drugs, as defined in ORC 4729.01.
- c. The school district may procure epinephrine autoinjectors through purchase or may accept donations of epinephrine autoinjectors from a wholesale distributor of dangerous drugs or a manufacturer of dangerous drugs, as defined in ORC 4729.01. The school district may accept donations of money to purchase epinephrine autoinjectors.
- d. Building level administration shall be responsible for identifying one or more locations in the school in which an epinephrine autoinjector must be stored. Epinephrine autoinjectors must be stored in a safe, secure, accessible, locked location that will allow for rapid, life-saving administration.
- e. Epinephrine autoinjectors that have expired should be disposed of in a sharps container. Epinephrine autoinjectors that have been used should either be sent with the emergency medical services or disposed of in a sharps container. Used and expired epinephrine autoinjectors shall be replaced in a reasonable time period.
- f. Building level administration shall be responsible for identifying individuals employed by or under contract with the district board, in addition to the school nurse licensed under ORC 3319.221 or an athletic trainer licensed under chapter 4755 of ORC, who may access and use an epinephrine autoinjector to provide a dosage of epinephrine to an individual in an emergency situation.
- g. Identified individuals specified above, other than a school nurse or athletic trainer, must complete training based on protocol developed with the prescriber before being authorized to access and use an epinephrine autoinjector. Only trained personnel should administer an epinephrine autoinjector to a person believed to be having an anaphylactic reaction. Emergency medical services must be requested immediately after an epinephrine autoinjector is used.
- h. Identified and trained individuals may administer an epinephrine autoinjector to students, school employees or contractors, school visitors and other individuals in the school building in an emergency situation when a person exhibits signs and symptoms of anaphylaxis on school premises during the school day.
- i. The district will report each procurement of and occurrence in which an epinephrine autoinjector is used to the department of education per protocol.
- j. A school or school district, a member of a district board of education, or a district or school

employee or contractor is not liable in damages in a civil action for injury, death or loss to person or property that allegedly arises from an act or omission associated with procuring, maintaining, accessing, or using an epinephrine autoinjector under this section, unless the act or omission constitutes willful or wanton misconduct.

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