

**MOUNT DESERT ISLAND REGIONAL HIGH SCHOOL  
ADMINISTERING MEDICATIONS TO STUDENTS**

Although the Board discourages the administration of medications to students during the school day when other options exist, it recognizes that in some instances a student's chronic or short-term illness, injury, or disabling condition may require the administration of medication during the school day.

The intent of this policy is to promote the safe administration of medications to students by school personnel and to provide for authorization of student self-administration of certain medications. The Board encourages collaboration between parents, health care providers, and the schools in these efforts.

The Board disclaims any and all responsibility for the diagnosis, prescription of treatment, and administration of medication for any student and for any injury arising from a student's self-administration of medication.

Student violations of this policy may result in having authorization to possess and/or self-administer medications limited or revoked and may also result in disciplinary action, depending on the nature of the violation.

**DEFINITIONS**

**Administration** means the provision of prescribed medication to a student according to the orders of a health care provider.

**Health Care Provider** means a medical/health practitioner who has a current license in the State of Maine with a scope of practice that includes prescribing medication.

**Indirect supervision** means the supervision of an unlicensed school staff member when the school nurse or other health care provider is not physically available on site but immediately available by telephone.

**Medication** means prescribed drugs and medical devices that are controlled by the U.S. Food and Drug Administration and are ordered by a health care provider. It includes over-the-counter medications prescribed through a standing order by a health care provider.

**Medication Error** occurs when a medication is not administered as prescribed. This includes when the medication prescribed is not given to the correct student, at the correct time, in the dosage prescribed, by the correct route, or when the medication administered is not the correct medication.

**Parent** means a natural or adoptive parent, or legal guardian.

**School Nurse** means a registered professional nurse with Maine Department of Education certification for school nursing.

**Self-administration** is when the student administers medication independently to him/herself under the direct or indirect supervision of the school nurse.

**Unlicensed school personnel** are persons who do not have a professional license that allows them, within the scope of that license, to administer medication.

## **MEDICATIONS GUIDELINES**

### **I. Parental Request/Health Care Provider Order**

- A. In the event that no reasonable alternative exists, the parent may request in writing that medication be administered to the student during the school day. The parent must complete and return a copy of the school's Medication Administration form (JLCD-E). The medication must be presented in its original labeled medication container. The label must include the student's name, the name of the medication, the dose, the route of administration, time intervals to be given, any special instructions and the name of the prescribing health care provider. If the medication is to be given for more than 15 days, a written order from the prescribing health care provider must also be provided.
- B. The school nurse will review the Medication Administration form for completeness and clarity. If the nurse has any questions or concerns, he/she will contact the parent and/or health care provider, as appropriate. The nurse may consult with the building administrator and/or school physician as necessary to resolve any issues.
- C. Any change in a medication order requires the completion of a new Medication Administration form. Requests are valid for the current school year only.
- D. The parent is responsible for notifying the school nurse if a medication is discontinued and removing any remaining medication.

### **II. Delivery and Storage of Medications**

- A. The student's parent will deliver any medication to be administered by school personnel to the school in its original container, along with the Medication Administration form. In the event that delivery is not practical, the parent must contact the school to make alternate arrangements.
- B. The school nurse will account for all medication brought to school. The number of capsules, pills or tablets, and/or the volume of other medications will be recorded.
- C. A limited supply of medication will be kept at school.
- D. The school nurse is responsible for developing and implementing procedures for the secure storage of medications at school. The building administrator and Superintendent must approve such procedures.
- E. The parent is responsible for removing any remaining medications at the end of the school year. The school nurse will properly dispose of all medications not removed by the parent at the end of the year.

### **III. Administration of Medications by School Staff**

- A. The school nurse or other licensed medical personnel acting within the scope of their licenses may administer medications during the school day.
- B. Medications may also be administered by unlicensed personnel who have been trained and are authorized by the Superintendent to do so. Unlicensed personnel will administer medications under the direct or indirect supervision of the school nurse.

#### **IV. Student Self-Administration of Medications**

- A. Under special medical circumstances, students may be allowed to possess and self-administer a specific prescription or non-prescription medication. Any such request will be reviewed and approved or disapproved by the school nurse.
- B. A student may be authorized to carry and self-administer emergency medication from an asthma inhaler, epinephrine pen (epi-pen) and insulin pen or pump if the following conditions are met:
  - 1. There must be a completed Medication Administration form indicating that the student's parent and health care provider have authorized self-administration.
  - 2. The school nurse will evaluate the student's technique to ensure proper and effective use of an asthma inhaler, epi-pen or insulin pen or pump.
  - 3. Authorization to possess and self-administer an asthma inhaler, epi-pen or insulin pen or pump must be renewed each school year.
- C. A student's authorization to possess and self-administer any medication may be limited or revoked by the building administrator after consultation with the school nurse and the student's parent if the student demonstrates an inability to responsibly possess and self-administer such medication. Sharing, borrowing or distribution of medication is prohibited.
- D. The school department reserves the right to inspect any medications in a student's possession.

#### **V. Recordkeeping and Confidentiality of Information**

- A. The school nurse will maintain a record including the completed Medication Administration form, documentation of each instance the medication is administered, and any medication error.
- B. School staff administering medication will document each instance the medication is administered including the date, time and dosage given.
- C. Medication records will be maintained as part of a student's health record and made available to parents in accordance with the school's policy on student education records (Policy JRA).
- D. To the extent legally permissible, school staff may be provided with such information about a student's medication(s) as may be in the best interest of the student.

#### **VI. Training and Authorization of Unlicensed Personnel**

- A. Unlicensed school personnel who administer medication to students must be trained in the administration of medication before being authorized to carry out this responsibility.
- B. The school nurse will provide training or other qualified trainer and include the components specified in Maine Department of Education Rule Chapter 40 and any applicable Department of Education training programs.
- C. The trainer will document the training and competency of unlicensed school personnel to administer medication. Based upon a review of the documentation of training and competency in the administration of medication, the school nurse will make recommendations to the Superintendent pertaining to authorization of such unlicensed personnel to administer medication. Unlicensed personnel may only administer medication after receiving authorization from the Superintendent.

- D. The Superintendent's Office will maintain a list of unlicensed personnel trained and authorized to administer medications.
- E. Following the initial training, refresher training will be provided at least annually for unlicensed school personnel authorized to administer medication.

**VII. Administration of Medication During Off-Campus School-Sponsored Events**

- A. The school will accommodate students requiring administration of medication during off-campus events in accordance with JLCD-R, Medications Administration on School Field Trips.

**VIII. Administration Procedures**

The Superintendent is authorized to develop any administrative procedures necessary to implement this policy in consultation with the school nurses and school physician(s). Any such administrative procedures must be consistent with this policy and any applicable laws and regulations.

Legal Reference: 20-A M.R.S.A. §§ 254(5); 4009(4); 6403-A  
Maine Department of Education Rule Chapter 40  
28 C.F.R. Part 35 (Americans with Disabilities Act of 1990)  
34 C.F.R. Part 104 (Section 504 of the Rehabilitation Act of 1973)  
34 C.F.R. Part 300 (Individuals with Disabilities Education Act)

Cross Reference: JRA-Student Education Records  
JICH-Student Substance Abuse Policy

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