

# REGULATION

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Administration of Medication

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## A. Definitions

1. "Medication" means any prescription drug or over-the-counter medicine or nutritional supplement and includes, but is not limited to, aspirin and cough drops.
2. "Administration" means the taking of any medication by ingestion, injection, or application to any part of the body or the giving of direct physical assistance to the person who is ingesting, injecting, or applying medication.
3. "Self-administration" means carrying and taking medication without the intervention of the school nurse, approved through the school district policy and restricted to students with asthma and other life-threatening illnesses.
4. "Life-threatening illness" means an illness or condition that requires an immediate response to specific symptoms or sequelae (an after effect of disease or injury) that if left untreated may lead to potential loss of life, i.e. adrenaline injection in anaphylaxis.
5. "A pre-filled single dose auto-injector mechanism containing epinephrine" is a medical device used for the emergency administration of epinephrine to a pupil for anaphylaxis.
6. "Noncertified school nurse" means a person who holds a current license as a registered professional nurse from the State Board of Nursing and is employed by the district, and who is not certified as a school nurse by the Department of Education.
7. "Substitute school nurse" means a person who holds a current license as a registered professional nurse from the State Board of Nursing and who has been issued a county substitute certificate to serve as a substitute for a certified school nurse in accordance with N.J.A.C.6:11-4.5.
8. "School physician" means a physician with a current license to practice medicine or osteopathy from the New Jersey Board of Medical Examiners who works under contract or as an employee of the district. This physician is referred to as the medical inspector in N.J.S.A.18A:40-4.1.
9. "Advanced practice nurse" means a person who holds current certification as nurse practitioner/clinical nurse specialist from the State Board of Nursing.

## B. Permission for Administration by a school nurse or Registered Nurse

1. Permission for the administration of medication in school or at school-related events will be given only when the pupil's attendance depends upon the timely administration of medication in school or at school-related events.
2. Medication will not be administered to a pupil who is physically unfit to attend school or has a

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contagious disease. Any such pupil should not be permitted to attend school and may be excluded in accordance with Policy No. 8451.

3. Parent(s) or legal guardian(s) requests for the administration of medication in school must be made in writing and signed by the parents or legal guardian.
4. The parent(s) or legal guardian(s) must submit a certified statement written and signed by the pupil's physician. The statement must include:
  - a. The pupil's name,
  - b. The name of the medication,
  - c. The purpose of its administration to the pupil for whom the medication is intended,
  - d. The proper timing and dosage of medication,
  - e. Any possible side effects of the medication,
  - f. The time when the medication will be discontinued,
  - g. A statement that the pupil is physically fit to attend school and is free of contagious disease, and
  - h. A statement that the pupil would not be able to attend school if the medication is not administered during school hours.
5. The request for the administration of medication must be made to the Principal prior to any administration of medication or delivery of the medication to the school. The Principal may consult with the school nurse and the school physician in making his/her final determination to allow or deny the request.
  - a. an approved request will be signed by the Principal and given to the school nurse and the pupil's parent(s) or legal guardian(s).
  - b. The parent(s) or legal guardian(s) will be informed of the reason for a denied request; a denied request may be appealed to the Superintendent.
6. No medication will be administered to pupils in school except by the school physician, a certified or noncertified school nurse, a substitute school nurse employed by the district, the pupil's parent(s) or legal guardian(s) and other school employees trained and designated by the certified school nurse to administer epinephrine in an emergency pursuant to N.J.S.A.18A40-12.5 and 12.6.

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7. The parent(s) or legal guardian(s) may provide the Superintendent written authorization for the emergency administration of epinephrine via a pre-filled single dose auto-injector mechanism containing epinephrine to a pupil for anaphylaxis provided that:
  - a. The parent(s) or legal guardian(s) provides the Superintendent with orders from the physician or an advanced practice nurse that the pupil requires the administration of epinephrine for anaphylaxis and does not have the capability for self-administration of the medication.
  - b. The school nurse has the primary responsibility for the administration of a pre-filled single dose auto-injector mechanism containing epinephrine. However, the school nurse may designate, in consultation with the Board or Superintendent another employee of the district trained in accord with the "Training Protocols for the Implementation of Emergency Administration of Epinephrine" issued by the New Jersey Department of Education to administer a pre-filled single dose auto-injector mechanism containing epinephrine when the school nurse is not physically present at the scene. The pupil's parent(s) or legal guardian(s) must consent in writing to the designated person if applicable.
  - c. The parent(s) or legal guardian(s) must be informed in writing by the school nurse that the school district has no liability as a result of any injury arising from the proper administration of a pre-filled single dose auto-injector mechanism containing epinephrine if the procedures as outlined in this policy and "Training Protocols for the Implementation of Emergency Administration of Epinephrine" issued by the New Jersey Department of Education are followed.
  - d. The parent(s) or legal guardian(s) must sign a statement that shall indemnify and hold the district and employees harmless against any claims arising from the administration of a pre-filled single dose auto-injector mechanism containing epinephrine if the procedures as outlined in this policy and "Training Protocols for the Implementation of Emergency Administration of Epinephrine" issued by the New Jersey Department of Education are followed.
  - e. The permission for the emergency administration of epinephrine via a pre-filled single dose auto-injector mechanism containing epinephrine to pupils for anaphylaxis is effective for the school year it is granted and must be renewed for each subsequent school year.

## C. Permission for Self-Administration of Medication

Permission for self-administration of medication of a pupil with asthma or another potentially life-threatening illness may be granted under the following conditions:

1. Parent(s) or legal guardian(s) of the pupil must provide the Board written authorization for the self-administration of medication. The request must be a signed written statement by the pupil's parent(s) or legal guardian(s);

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2. The parent(s) or legal guardian(s) of the pupil must also provide the Board with a signed written certification from the physician of the pupil that the pupil has asthma or another potentially life threatening illness and is capable of, and has been instructed in, the proper method of self-administration of medication. The written certification must include:
  - a. The pupil's name;
  - b. The name of the medication;
  - c. The purpose of its administration to the pupil for whom the medication is intended;
  - d. The proper timing and dosage of medication;
  - e. Any possible side effects of the medication;
  - f. The time when the medication will be discontinued;
  - g. A statement that the pupil is physically fit to attend school and is free of contagious disease; and
  - h. A statement the medication must be administered during the school day or the pupil would not be able to attend school.
3. The Board shall inform the parent(s) or legal guardian(s) of the pupil in writing that the school district, the Board, and its employees or agents shall incur no liability as a result of any injury arising from the self-administration of medication by the pupil;
4. The parent(s) or legal guardian(s) of the pupil have signed a statement acknowledging that the school district shall incur no liability as a result of any injury arising from the self-administration of medication by the pupil and that the parent(s) or legal guardian(s) shall indemnify and hold harmless the school district, the Board, and its employees or agents from any and all claims arising out of the self-administration of medication;
5. The parent's/legal guardian's written authorization and the physician's written certification shall be reviewed by the Building Principal or designee. The school nurse and the school physician must agree the pupil is capable of self-administration of the medication. If it is determined the pupil may self-administer medication in accordance with the request:
  - a. The request will be signed by the Principal and given to the school nurse and the pupil's parent(s) or legal guardian(s),

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b. The parent(s) or legal guardian(s) will be informed of the reason for a denied request; a denied request may be appealed to the Superintendent,

6. Permission to self-administer one medication shall not be construed as permission to self-administer other medication;

7. Permission shall be effective on the school year for which it is granted only. The conditions cited in subsection 1 to 6 above must be fulfilled in order for the permission to be renewed.

## D. Custodianship of Medication

1. Medications to be administered by the school nurse or a registered nurse

a. All medications must be delivered to the school by the parent(s) or legal guardian(s).

b. All medications must be in the original container, with the prescription information affixed.

c. The school nurse shall be custodian of pupils' medication, which will be secured under lock and key under appropriate conditions.

d. Any unused medication must be picked up by the pupil's parent(s) or legal guardian(s).

e. After reasonable efforts to have the parent(s) or legal guardian(s) retrieve the medication have failed, any unused medication that remains in the school at the end of the school year or 6 school weeks after the pupil stops taking the medication, whichever first occurs, must be destroyed or discarded by the school nurse, in accordance with proper medical controls.

2. Medications to be self-administered by a pupil

a. Time being of the essence in cases of asthma and other potentially life threatening illness, all medications to be self-administered by a pupil must be kept in the pupil's possession.

b. No pupil may possess medication for self-administration unless the proper permission has been granted by the Principal and a record of the medication is on file in the office of the school nurse.

c. Pupils who are permitted to self-administer medications must secure their medication in such a manner that the medication will not be available to other pupils. The medication must be in a sealed container and clearly labeled with the medication name, dosage, and ordering physician. The medication, if ingested by someone other than the pupil, shall not cause severe illness or death.

d. Pupils who are permitted to self-administer medications shall only have in their possession the

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quantity of medication necessary for the time period of the pupil's school day.

## E. Administration of Medication

1. No medication shall be administered to or taken by a pupil in school or at a school-sponsored event except as permitted by Board policy and this regulation.
2. Medication may be administered only by the school nurse, a registered nurse, the pupil's parent(s) or legal guardian(s), or in the case of pupils with asthma or other potentially life threatening illness by the pupil when proper permission has been granted.
3. When practicable, self-administration of medication should be observed by the school nurse.
4. Pupils self-administering medication shall report each administration of medication and any side effects to a teacher, coach, or the individual in charge of the pupil during school activities. Such individuals shall report all administrations and any side effects reported or observed to the school nurse within twenty-four hours.
5. When a pupil attends a school-sponsored event at which medication may be required (such as an outdoor field trip or athletic competition) and the school nurse cannot be in attendance, the pupil's parent(s) or legal guardian(s) will be invited to attend. If neither the school nurse nor the parent(s) or legal guardian(s) can attend and the pupil does not have permission to self administer medication and there is a risk that the pupil may suffer significant injury from lack of medication is substantial, the pupil may be excused from the event.

## F. Emergencies

Any medical emergency requiring medication of pupils will be handled in accordance with Policy No. 8441 and implementing regulations on first aid and, as appropriate, the school physician's standing orders for school nurses.

## G. Records

The school nurse shall include the following in a pupil's health record:

1. The approved written request for the administration or self administration of medication;
2. A record of each instance of the administration of the medication by the school nurse or a registered nurse;
3. A record of reports by teachers, coaches, and other individuals in charge of school activities who report student self administration of medication;

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4. Any side effects that resulted from the administration of medication; and
5. Whether the supply of medication provided in cases where the medication is to be administered by the school nurse or a registered nurse was exhausted or the parent(s) or legal guardian(s) removed the medication or, if the parent(s) or legal guardian(s) failed to remove the medication, the medication was destroyed and the date on which that occurred.

## H. Notification

1. The school nurse may provide the Principal and other teaching staff members concerned with the pupil's educational progress with information about the medication and administration when such release of information is in the pupil's best educational interest.
2. The school nurse will provide teachers, coaches, and other individuals in charge of school activities with a list of pupils who have been given permission to self administer medication.
3. The school nurse will inform the pupil's parent(s) or legal guardian(s) of any difficulty in the administration of medication or any untoward side effects.
4. The school nurse will report to the school physician any pupil who appears to be adversely affected by the medication.

Date Adopted: 6/26/95

Date Revised: 8/21/95, 7/15/99, 9/20/01, 12/19/05