ADMINISTRATION OF MEDICATIONS

Prescribed medication essential for the student to attend school and benefit from the educational program may be administered during the school day or school related activities by school personnel. Administration of prescribed medication during the school day occurs when medication dosing cannot be adjusted to allow medication to be given before and after school.

Examples of health conditions that may require administration of medication during the school day are: seizures, asthma, allergies, diabetes, chronic neurologic disorders and mental or behavioral health conditions. Written permission from the student’s parent or legal guardian to administer each medication with orders from a licensed medical provider must be on file. Ideally, a parent or the registered nurse will administer the medication. In the absence of a nurse, designated school personnel are trained by the nurse to administer medication.

When administering medications in compliance with Section 22.052(a), Education Code, broad immunity from civil liability includes nurses as well as unlicensed assistive personnel (school personnel). This immunity does not apply if the person administering the medication does not have permission from the parent or legal guardian. Acts of gross negligence are not protected from either civil or licensure liability.

CODE OF CONDUCT AND STUDENT HANDBOOK

Information regarding medication policies and requirements are distributed to parents and families through the Code of Conduct and Student Handbook.

Medication administered at school follow these provisions:

CONFIDENTIALITY

The health information for a student taking medication is considered confidential information and should be shared only with staff with a “need to know” or for a legitimate educational reason (e.g., SST, ARDs). The school nurse is responsible for educating the appropriate “need-to-know” school personnel including purpose, action, and possible adverse effects or complications from the medications.

DESIGNATION AND DELEGATION

The principal designates selected individuals on campus to administer medication and the nurse delegates the task or activity to the individual. Delegating is a core nursing responsibility to teach designated school personnel the necessary skills and to monitor their competence at performing delegated tasks. Administration of medications by school personnel other than the school nurse is planned in advance.
DOCUMENTATION
Medication orders are entered in the student’s electronic health record by the nurse. Nurses and Health Services’ paraprofessionals document the medications they administer in the student’s electronic health record. Other school personnel document medication administration on back of the medication form, Physician/Parent Request for Administration of Medicine or Special Procedure by School Personnel H72, on file in the medication notebook stored in the nurse’s office. The H72 provides the written orders and directions from the physician or licensed medical prescriber. The nurse transfers the information to the student’s electronic health record.

EMERGENCY MEDICATION
These medications must be accessible to the student immediately. Emergency medication includes inhalers for asthma, Epi Pens for severe allergies, Diastat for seizures and Glucagon or source of glucose for diabetics. Special consideration is given to secure storage or a plan must be in place for a student to self-administer (permission to self-carry) medication. The nurse trains school personnel such as teachers, teacher’s assistants, coaches, and other staff to recognize an emergency and respond to student’s needs. Emergency care plan may be individualized for a specific student describing the care and response planned for the student in an emergency. The parent or legal guardian and licensed medical provider contribute to the development of the emergency plan.

Self-administration
Students may carry supplies and self-administer medication at school for anaphylaxis, asthma, or diabetes (e.g., injectables, inhalers) with a written physician/licensed prescriber order (H72) and with parent permission. Students who carry and self-administer medication must also demonstrate to the medical provider and school nurse the capability, responsible behavior and understanding to self-administer their medication or special procedure and disposal of waste materials. School personnel should be informed of the student’s right to carry and self-administer the medication in order to avoid confiscation or denial of the medication or unwarranted disciplinary action. The student should report to the nurse for further evaluation if the emergency medication is needed or taken. Injectable medications including self-administering epinephrine pens and insulin require Health Services approval. Students are not allowed to carry and self-administer any controlled medication.

MEDICATION ERROR
A medication error is defined as failure to administer the prescribed medication within the appropriate time frame, in the correct dosage, in accordance with accepted practice or to the correct student. A medication error is reported to the medical provider, parent or legal guardian, nursing supervisor, campus administrator and central health services. The Medication Incident Report Form is completed by the nurse and includes an intervention plan. The incident form and intervention plan is faxed to Health Services for review. Depending on the egregious nature of the incident further action may be taken.

Common mistakes or omissions to avoid:
1. Missed medication – student does not come to the clinic for medicine. The nurse/school personnel must locate the student if student does not arrive on time and administer the medication within the appropriate timeframe;
2. Training - School personnel have not been trained or Skills Checklist form is missing;
3. Documentation - Medication has not been documented; or,
4. Five rights have not been followed:
   a. Right Student – identify student (ask student to state their name or ask teacher to confirm name of student);
b. Right Time – administer medication at prescribed time;
c. Right Medicine – maintain accuracy by checking medication 3 times;;
d. Right Dose – administer the right amount using the proper measuring device; or,
e. Right Route – use prescribed method of medication administration.

MEDICATION ON FIELD TRIPS
Students on field trips must have access to their prescribed medications normally administered at school.
1. Principal designates a teacher or other staff to administer medication during the field trip.
2. Notify nurse in advance to prepare medication for travel and teach designated staff to administer medication.
3. Only the proper amount of medication to be administered during the trip is to be given with a copy of the prescribing orders (H72) allowing for documentation of administered medication.
4. Medication is placed in a duplicate original container or a sealed container or pill envelope (available from Health Services) prepared by the registered nurse with the appropriate identifying student and medication information.
5. When indicated, a student’s Emergency Care Plan is reviewed by the nurse with staff and a copy is provided.
6. After the field trip, remaining medications and containers are returned to the nurse with the H72 and documented in the EHR.

MEDICATION ADMINISTRATION
The administration of medications includes the removal of an individual/unit dose from a properly labeled container; verifying it with the medication order; giving the correct medication and the correct dose to the proper student at the proper time by the proper route; and accurately recording the time and dose given. Medication measuring spoons, droppers and syringes are available from Central Health Services.

MEDICATION LABELS
Prescription medication is received in the prescription bottle/container/package and properly labeled with student’s name, name of medication, and name of physician or licensed prescriber. Label includes administration instructions, pharmacy name with the address, phone number, and date the prescription was dispensed.

NARCOTICS
Medication orders for narcotics must be faxed to Central Health Services for approval. Narcotics are not given at school due to adverse effects on student performance and participation in class. An exception may be approved i.e., for students with a diagnosis of Sickle Cell Anemia.

OVER-THE-COUNTER MEDICATIONS
Over-the-counter medications are not routinely administered at school. If an OTC medication is prescribed for a student during the school day then the rules for prescription medications apply.

PARENT REQUEST FOR SHORT-TERM MEDICATION
When a student must take a prescribed medication for ten school days or less, such as for an antibiotic, the H72 must be signed by the parent or legal guardian but the physician’s order on the H72 is not required. The prescription container and labeling rules do apply.
STUDENT REFUSAL
Parent or legal guardian must be informed if a student refuses to take prescribed medication and the incident is documented in the student’s health record. The nurse collaborates with parent or legal guardian and staff to develop strategies to ensure the student complies with taking the medication as directed by the medical prescriber.

STORAGE
The principal must provide locked storage space in the clinic where medication and special procedure equipment is maintained apart from other clinic/office supplies and accessible to authorized school personnel. Exception to this rule is student access to emergency medication. Medication is never left unattended but stored in the secured storage cabinet. The clinic refrigerator is necessary for medications that require refrigeration. Keys to locked cabinets are kept by the nurse during the school day and secured in selected area during at all other times. In the absence of the nurse, keys are accessible to school personnel responsible for medication administration.

INVENTORY AND SUPPLIES
The parent or legal guardian is responsible for providing the student’s medication, equipment and/or supplies to the school. The nurse counts or measures the delivered quantity of medication preferably in the presence of the parent or legal guardian or staff then inventories the drug and the amount in the electronic health record. Special attention is given to counting and documenting inventory for controlled drugs.

DISPOSAL OF UNCLAIMED MEDICATION
At the end of the year or at time of expiration of the medical prescriber’s order any medication leftover is returned to the parent or legal guardian. The nurse must make reasonable efforts in writing and by phone to notify the parent or legal guardian to retrieve the remaining medication. Medication is not sent home with the student or in the student’s backpack. Police and Security assists Health Services with proper disposal of unclaimed medication.

References: FFAC, FMG, FM, FFA, EHBAA Board Policy

Questions regarding this procedure should be addressed to: Health Services Department, 3700 Ross Avenue Dallas, Texas 75204, 972-925-3386.