

MEDICATION ADMINISTRATION**Purpose**

Good health and safety are essential to student learning. The administration of medication to students during the school day is discouraged unless absolutely necessary for the student's health. Administration of medication during the school day is essential to allow some students to attend school. This policy establishes the standards that must be followed when any medication is required to be administered during attendance at school or school-related events and to provide for emergency medication administration, when necessary.

Application

- These regulations apply to school nurses, administrators, designated qualified personnel, contracted school nurses, and contracted licensed health care providers, as set forth in W.Va. Code §18-5-22a, administering medication to students in the West Virginia public school system.
- Pleasants County Schools shall develop or amend medication administration policies to meet or exceed the standards set forth in W.Va. Code §18-5-22a.
- The West Virginia Department of Education (WVDE) may issue and periodically update advisories to provide guidance on the administration of medication to students in the West Virginia public school system.
- This policy shall not impact the operating procedures of School-Based Health Centers. It is not the intent of this policy to interfere with existing policies and procedures of health care providers managing School-Based Health Centers.

Authorization

Authorized personnel include school nurses, other licensed health care providers, administrators, teachers, aides, and secretaries as defined in W.Va. Code §§18-1-1, 18A-4-8, and 18-5-22.

Definitions

- Administration of medication is a health care procedure that provides medication by mouth, topically, or by another route as designated by orders from a licensed prescriber.
- Contracted licensed health care provider are licensed health care provider providing health care services under a contract with Pleasants County Schools
- Contracted school nurse is an employee of a public health department providing health care services under a contract with Pleasants County Schools to provide services considered equivalent to those set forth in W.Va. Code §18-5-22.
- Designated qualified personnel are an employees or contracted providers who agrees to administer medication, is authorized by the administrator, successfully completes training as defined in West Virginia Board of Education Policy 2422.7 – Standards for Basic and Specialized Health Care Procedures (126CSR25A), hereinafter Policy 2422.7, and is qualified for the delegation of the administration of medication by the school nurse. Designated qualified personnel must also meet the specifications set forth in W.Va. Code §18-5-22d and §18-5-22e which includes delegation of specialized health care procedures and medication to teachers, aides, and secretaries (medication only).
- Fluoride Rinse Program is offered by the West Virginia Department of Health and Human Resources (WVDHHR); Bureau for Public Health (BPH); Office of Maternal, Child and Family Health; Oral Health Program; and Children's Dentistry Project. The Fluoride Rinse Program is developed for students in grades K-6. With parent/guardian permission, the fluoride rinse (a 0.2% sodium fluoride solution) is administered once a week for 30 weeks under close adult supervision to assist in the prevention of swallowing of the rinse solution. The WVDHHR/BPH Instructions for Conducting the Fluoride Rinse Program may be found at www.dhhr.wv.gov/oralhealth.

- Licensed health care provider such as an allopathic physician or an osteopathic physician, podiatrist, registered nurse, practical nurse, advanced practice registered nurse, physician assistant, dentist, optometrist, pharmacist, or respiratory care professional licensed under W.Va. Code §30.
- Licensed prescriber is a licensed health care provider with the authority to prescribe medication.
- Medication authorization form or medical information is inclusive of an order for prescribed and non-prescribed medication, completed and signed by a licensed prescriber with a parent/guardian signature of permission authorizing medication administration. The form must include: student name; date; allergies; medication name; dosage; time; route; intended effect of medication; other medication(s) taken by student; licensed prescriber signature; and parent/guardian signature. The form is valid for one school year or until any change to authorization occurs.
- Medication document is an individual medication record or medication log used to record the administration of medication to a student.
- Non-prescribed medication is a medication and food supplements that have been approved by the Food and Drug Administration and may be obtained over-the-counter (OTC) without a prescription from a licensed prescriber.
- Prescribed and emergency prescribed medication is ordered by a licensed prescriber that is used to treat acute and chronic health conditions including both daily and PRN (as needed) medication.
- School-Based Health Center(s) is a clinic located in schools that: (1) are sponsored and operated by community-based health care organizations; (2) provide primary health care services (including, but not limited to, diagnosis and treatment of acute illness, management of chronic illness, physical exams, immunizations, and other preventive services) to students who are enrolled in the health center; and (3) follow state and federal laws, policies, procedures, and professional standards for provision of medical care.
- School nurse is a registered professional nurse, licensed by the West Virginia Board of Examiners for Registered Professional Nurses (W.Va. Code §30-7-1, et seq.), who has completed a West Virginia Department of Education approved program as defined in West Virginia Board of Education Policy 5100 – Approval of Educational Personnel Preparation Programs (126CSR114) and meets the requirements for certification contained in West Virginia Board of Education Policy 5202 – Minimum Requirements for the Licensure of Professional/ Paraprofessional Personnel and Advanced Salary Classification (126CSR42). The school nurse must be employed by the county board of education or the county health department as specified in W.Va. Code §18-5-22.
- School-related event is any curricular or co-curricular activity, as defined in West Virginia Board of Education Policy 2510 – Assuring the Quality of Education: Regulations for Education Programs (126CSR42), that is conducted outside of the school environment and/or instructional day. Examples of co-curricular activities include: band and choral presentations; theater productions; science or social studies fairs; mathematics field days; career/technical student organizations' activities; or other activities that provide in-depth exploration or understanding of the content standards and objectives appropriate for the students' grade levels.
- Self-administration means medication administered by the student under the approval, assessment, and supervision of the school nurse with a licensed prescriber order and parent/guardian permission. The self-administration of prescribed medication may include medication taken by a student in an emergency or an acute situation (e.g., rescue inhaler, epinephrine, diabetic medication, etc.).

Roles and Responsibilities

Role of School Administrator

- Provide for appropriate, secure, and safe storage and access of medications.
- Provide a clean, safe environment for medication administration.
- Provide a mechanism for safely receiving, counting, and storing medications.
- Provide a mechanism for receiving and storing medication authorization forms.

- Select qualified employees for administration of medication.
- Coordinate development of procedures for the administration of medication during school-related events with classroom teachers, school nurses, parents/guardians, and designated qualified personnel.
- Provide scheduled time for designated qualified personnel to be Cardiopulmonary Resuscitation (CPR) with Automated External Defibrillation (AED) certified and first aid trained according to Policy 2422.7 to meet qualifications for administering medications.
- Develop a mechanism to assure the inclusion of all students in school-related events, including those students with specialized health care needs. Advance notification to the school nurse is necessary to ensure board of nursing laws and practice acts allow reciprocity and delegation of health care procedures to out-of-state field trip destinations.

Role of School Nurse

- Determine if the administration of medication may be safely delegated to designated qualified personnel, as set forth in this policy.
- Clarify licensed prescriber orders, as needed.
- Manage health-related problems according to school nurse standards of practice. Provide care using the nursing process, create individualized health care plans, and provide intervention/educator guides, as appropriate.
- Refer to the "West Virginia Board of Examiners for Registered Professional Nurses Guidelines for Determining Acts that may be Delegated or Assigned by Licensed Nurses," June 2009, and any revisions thereof, as the mechanism for determining whether or not the administration of medication may be delegated.
- Provide and/or coordinate training of designated qualified personnel.
- Validate and document student knowledge and skills related to self-administration of prescribed medication.

Role of Designated Qualified Personnel

- Successfully complete the CPR with AED certification, first aid, and the medication administration portion of training as defined in Policy 2422.7. (Designated qualified personnel who are providing medication administration for a one-time school-related event are exempt from the requirements of CPR with AED certification and first aid training.)
- Store and administer medication, complete the medication document, and report medication incidents as set forth in this policy.

Role of Parent/Guardian

- Administer the initial dose of any medication at home, except for emergency prescribed medications or unless directed by the licensed prescriber.
- Provide school with completed and signed medication authorization form.
- Supply medication and ensure that medication arrives safely at school in a current properly labeled container. Give the medication to the person authorized by the administrator to receive, store, and administer medication. Maintain effective communication pertaining to medication administration.
- Replenish prescribed, emergency prescribed, and non-prescribed medication, as needed.
- Retrieve unused or expired medication from school personnel no later than 30 days after the authorization to give the medication expires or on the last day of school.

Role of Student

- Consume the medication in the specified manner, inasmuch as age, development, and maturity permit.
- Self-administer prescribed emergency or acute medications, such as, but not limited to, epinephrine, insulin, or rescue inhaler when the medication authorization form indicates that student maintain possession of the medication. The student must be able to bring the medication to school, carry the medication in a safe and responsible manner, and use the medication only as prescribed.

Administration of Prescribed and Non-Prescribed (Over-the-Counter) Medication

Prescribed and non-prescribed (over-the-counter) medication shall be administered by the school nurse or designated qualified personnel after a medication authorization form signed by a licensed prescriber and parent/guardian is received. All medication must be provided by the parent/guardian.

Prescribed medication shall be in the originally labeled container.

1. Prescribed medication(s) from a pharmacy shall include:
 - student's name,
 - name of the medication,
 - reason(s) for the medication,
 - dosage, time, and route,
 - reconstitution directions, if applicable, and
 - date the prescription and/or medication expires.
2. Non-prescribed (over-the-counter) medication(s) shall include:
 - student's name (affixed to original manufacturer's bottle),
 - name of the medication,
 - reason(s) for the medication,
 - dosage, time, and route,
 - reconstitution directions, if applicable, and
 - date the prescription and/or medication expires.
3. Medication administration steps must be followed as set forth in Policy 2422.7.
 - Medication administration must take place in a clean and quiet environment where privacy may be established and interruptions are minimal.
 - The school nurse is to be contacted immediately when a medication's appearance or dosage is questioned. The school nurse shall take the appropriate steps to assure the medication is safe to administer.
 - The school nurse is to be contacted immediately when a student's health condition suggests that it may not be appropriate to administer the medication.
 - When a student's medical condition requires a change in the medication dosage or schedule, the parent/guardian must provide a new medication authorization form from a licensed prescriber and a new container, if applicable.
 - The school nurse may receive and document verbal orders from a licensed prescriber. The verbal order shall be confirmed with a new written medication authorization form within a reasonable time frame.
4. Documentation of medication administration shall include:
 - student's name,
 - name of the medication,
 - dosage, time, and route,

- reactions or untoward effects, as appropriate,
 - reason(s) if the medication was not administered, and
 - date and signature of person administering medication.
5. Medication administration incidents include, but are not limited to, any deviation from the instructions provided by the licensed prescriber. The school nurse and administrator shall be contacted immediately in the event of a medication incident. The school nurse shall:
- Contact the licensed prescriber and parent/guardian, if necessary.
 - Implement licensed prescriber order in response to a medication incident.
 - Document all circumstances, orders received, actions taken, and student's status.
 - Complete *Medication Incident Report* form and file as indicated.
6. Self-administration of prescribed or emergency prescribed medication shall be permitted in accordance with W.Va. Code §18-5-22a, 18-5-22b, and 18-2K-1, et seq., after the following conditions are met:
- A medication authorization form which contains the student's name, purpose, appropriate usage, dosage, time or times at which or special circumstances under which the medication is to be self-administered.
 - The student has demonstrated the ability and understanding to self-administer medication by passing an assessment by the school nurse evaluating the student's technique of self-administration and level of understanding of the appropriate use of the medication.
 - The parent/guardian has acknowledged in writing that they have read and understand that the school, Pleasants County Schools, and its employees and agents are exempt from any liability, except for willful and wanton conduct, as a result of any injury arising from the self-administration of medication.
 - The permission to self-administer medication shall be effective for the school year for which it is granted.
 - All documents related to the self-administration of medication shall become part of the Comprehensive Student Health File.
 - The permission to self-administer medication may be revoked if the school nurse determines that the student's technique or understanding of the use of the medication is not appropriate or is willfully disregarded.

Emergency Medication

The West Virginia Board of Examiners for Registered Professional Nurses allows for the delegation of certain prescribed emergency medications. The following medications have been approved for school nurses to delegate, train, and supervise designated qualified personnel to administer when a diagnosis and medication authorization form are on file:

- Glucagon;
- Epinephrine;
- Albuterol or other emergency asthma medication;
- Rectal diazepam (i.e. Valium) can only be delegated to designated qualified personnel if ordered by the licensed health care provider and the school nurse provides the final determination to allow delegation.

Conditions

- Parent/guardian must provide all medication for students with medical diagnoses.
- Stock medications are not permitted in Pleasants County Schools, except for school-supplied epinephrine in accordance with W. Va. Code §18-5-22c. Pleasants County Schools may possess and maintain at each school a supply of epinephrine or epinephrine auto injectors for use in emergency medical treatment for a

- suspected anaphylactic reaction in students or school personnel.
- Authorization does not include visitors.
 - Prior diagnosis for students or school personnel requiring the use of school-supplied epinephrine or epinephrine auto injector is not necessary.
 - School-supplied epinephrine may be administered to students or school personnel with or without a prescription to self-administer epinephrine auto injector.
 - School-supplied epinephrine auto injectors shall be maintained by the school in a secure, unlocked location accessible by school nurses and designated qualified personnel and not by students.
 - Epinephrine or epinephrine auto injectors will be obtained by Pleasants County School Nurses in accordance with W.Va. Code §18-5-22c.
 - School nurses or designated qualified personnel who have been trained in the administration of epinephrine auto injectors by the school nurse and designated by the school administrator are authorized to administer a school-supplied epinephrine auto injector to students or school personnel during regular school hours.
 - School-supplied epinephrine auto injectors are only for use on school grounds.
 - 911 will be called and the parent/guardian of students who are administered a school-supplied epinephrine auto injection will be notified immediately.
 - Person administering school-supplied epinephrine auto injector shall complete *Anaphylaxis Report Form* and file as indicated.
 - A school nurse or designated qualified personnel who administers a school-supplied epinephrine auto injection to students or school personnel as provided in this section is immune from liability for any civil action arising out of an act or omission resulting from the administration of the epinephrine auto injection, unless the act or omission was the result of the school nurse or designated qualified personnel gross negligence or willful misconduct.
 - School personnel will be provided training on anaphylaxis and allergy awareness.

Medication Storage, Inventory, Access and Disposal

- Each school shall designate space to store student medication, at the correct temperature, in a secure, locked, clean cabinet or refrigerator, as required.
- All medication shall be entered on a medication inventory and routinely monitored for expiration and disposal.
- Access to medications shall be under the authority of the administrator of the school in conjunction with the school nurse assigned to that school.
- An appropriate supply of prescribed, emergency prescribed, and non-prescribed medication may be maintained at the school in amounts not to exceed school dosages within each calendar month.
- The school nurse shall dispose of unused or expired medication unclaimed by the parent/guardian no later than 30 days after the medication authorization expires or on the last day of school.
- Medication disposal shall be done in a manner in which no other individual has access to any unused portion. Two individuals will witness the disposal of the medication, and the procedure must be documented on the appropriate form related to the specific student.

Fluoride

Optional Fluoride Rinse Program may be implemented in accordance with the WVDHHR/BPH instructions including:

- Request 0.2% sodium fluoride solution from WVDHHR/BPH.
- Maintain parent/guardian permission forms.
- Record date/time of program administration including each student participating in the program.
- Adults providing supervision of the Fluoride Rinse Program are exempt from the requirements of CPR

with AED certification, first aid training, and the designated qualified personnel requirement set forth in this policy.

Confidentiality

Student information related to diagnosis, medications ordered, and medications given must be maintained according to the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. §123g; 34 CFR Part 99) and in such a manner that no one could view these records without proper authorization as specified in West Virginia Board of Education Policy 4350 – *Procedures for the Collection, Maintenance and Disclosure of Student Data* (126CSR94).

Consequence of Policy Violation

If a student violates the policy regarding medication administration, action will be based upon West Virginia Board of Education Policy 4373 – *Expected Behavior in Safe and Supportive Schools* (126CSR99).

Failure of school personnel to comply with the above rules shall result in personnel disciplinary actions based on West Virginia Board of Education Policy 5310 – *Performance Evaluation of School Personnel* (126CSR142) and West Virginia Board of Education Policy 5902 – *Employee Code of Conduct* (126CSR162).

Severability

If any provision of this rule or the application thereof to any person or circumstance is held invalid, such invalidity shall not affect other provisions or applications of this rule.

ADOPTED: November 10, 2016

EFFECTIVE: November 10, 2016