

John Bapst Memorial High School discourages the administration of doctor-prescribed medication to students during the school day when other options exist. It recognizes, however, that in some instances a student's chronic or short-term illness, injury, or disabling condition may require the administration of medication, whether prescribed or over-the-counter, during the school day. The school will not deny educational opportunities to students requiring the administration of medication in order to remain in attendance and participate in the educational program.

The intent of this policy is to promote the safe administration of medications to students by trained school personnel and to provide for authorization of student emergency self-administration of medication from asthma inhalers and epinephrine pens. The school encourages collaboration between parents/guardians and the school in these efforts.

The school 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.

### **Administration of Medication by School Personnel**

Over-the-counter medications may be administered during the school day by unlicensed school personnel acting within the scope of their training only. Based upon documentation of training and competency in the administration of medication, the Head of School or his designee will authorize trained persons to administer medication.

### **Required Training of Unlicensed Personnel to Administer Medication**

All unlicensed personnel who administer medication must receive training before being authorized to do so. Such training must be provided by a registered professional nurse or physician and include the components specified in the Maine Department of Education's Rules, Chapter 40. The trainer shall document the training and competency of unlicensed school personnel to administer medication. Following the initial training, a training review and information update must be held at least annually for those unlicensed school personnel authorized to administer medication.

### **Parental Permissions and Confidentiality**

In the event that no reasonable alternative exists, the parent/guardian may request in writing that medication be administered to the student during the school day. The written request must include an acknowledgement and agreement that unlicensed personnel may administer the medication. In addition, the request shall indicate that information regarding the student's medication may be shared with appropriate school personnel. Parents may provide the reason (diagnosis) requiring the administration of medication. Requests shall be valid for the current school year only.

To the extent legally permissible, staff members may be provided with such information regarding medication and its administration as may be in the best interest of the student. To the extent legally permissible, staff members may be provided with such information regarding the student's medication and the student's self-administration as may be in the best interest of the student.

### **Administration of Medication During Field Trips and School-Sponsored Events**

The school will accommodate students requiring administration of medication during field trips or school-sponsored events.

### **Healthcare Provider's Order**

All parental requests must be accompanied by a written order from the student's healthcare provider substantiating the fact that the administration of a particular medication during the school day is necessary for the student's health and attendance in school. Such order must include (a) the student's name; (b) the name of the medication; (c) the dose; (d) the route of administration (e.g., tablets, liquid, drops); (e) time intervals for administration (e.g., every four hours, before meals); (f) any special instructions; and (g) the name of the prescribing healthcare provider.

It is the responsibility of trained school personnel to clarify any medication order that he or she believes to be inappropriate or ambiguous. In accordance with Department of Education Rule Chapter 40 § 2(B), such personnel may decline to administer a medication if he/she believes such administration would jeopardize student safety, notifying the parent, the student's healthcare provider and a senior administrator.

The parent is responsible for notifying the school of any changes in or discontinuation of a prescribed medication that is being administered to the student at school.

### **Delivery of, Storage of, and Recordkeeping for Medications**

The student's parents shall deliver any medication to be administered by school personnel to the school in its original container. In the event that this is not practical, the parent must contact the school to make alternate arrangements. No more than a 20-day (one month) supply of medication shall be kept at school, excluding inhalers and epinephrine pens. The parent is responsible for the replenishment of medication kept at school. If the healthcare provider's order/prescription is for a medication regulated by the Federal Narcotics Act, no more than a one-week supply shall be kept at school. The parent must remove any medication no longer required or that remains at the end of the school year.

Student medications will be stored at the main administration office in a secure location at room temperature. Parents will be required to make personal arrangements for any medications that require refrigeration.

School staff administering medication shall document each instance the medication is administered including the date, time, and dosage given.

Properly trained personnel shall maintain a record including the parent's request, physician's order, details of the specific medications (including dosage and timing of medication), and documentation of each instance the medication is administered.

Records shall be retained according to the current State schedules pertaining to student health records.

### **Student Self-Administration of Asthma Inhalers and Epinephrine Pens**

Students with allergies or asthma may be authorized by the building principal, in consultation with an authorized clinician, to possess and self-administer emergency medication from an epinephrine pen (EpiPen) or asthma inhaler during the school day, during field trips, school-sponsored events, or while on a school bus. The student shall be authorized to possess and self-administer medication from an epinephrine pen or asthma inhaler if the following conditions have been met.

- A. The parent (or student, if 18 years of age or older) must request in writing authorization for the student to self-administer medication from an epinephrine pen or asthma inhaler.
- B. The student's parent/guardian must submit written verification to the school from the student's primary care provider confirming that the student has the knowledge and the skills to safely possess and properly and effectively use an epinephrine pen or asthma inhaler.
- C. The school cannot accurately monitor the frequency and appropriateness of use when the student self-administers medication and that the school will not be responsible for any injury arising from the student's self-medication.

Authorization granted to a student to possess and self-administer medication from an epinephrine pen or asthma inhaler shall be valid for the current school year only and must be renewed annually.

A student's authorization to possess and self-administer medication from an epinephrine pen or asthma inhaler may be limited or revoked by the head of school after consultation with the student's parents if the student demonstrates inability to responsibly possess and self-administer such medication.

Sharing, borrowing, or distribution of medication is prohibited. The student's authorization to self-administer medication may be revoked and the student may be subject to disciplinary consequences for violation of this policy.