



TOWN OF WEST HARTFORD
NON-PUBLIC SCHOOL HEALTH SERVICES
REGULATIONS FOR ADMINISTRATION OF MEDICATION
BY SCHOOL PERSONNEL

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Town of West Hartford
Health Services to Non Public Schools

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Administration of Medicines by School Personnel

A school nurse or, in the absence of such nurse, an appointed representative identified as a “qualified personnel” properly trained in administration of medications in accordance with Section 10-212a-3 of regulations. “Qualified personnel” is defined as a Connecticut-licensed practical nurse, principal, teacher, paraprofessional, occupational therapist or physical therapist, coach or athletic trainer who must be employed by the school, (not subcontracted) may administer medicinal preparations to any student as the result of a written order of a physician, dentist, optometrist, physician’s assistant or an advanced practice registered nurse (APRN) and, for interscholastic and intramural athletic events **only**, a podiatrist and written permission from the parent or guardian. For school readiness programs and before-and-after school programs the designee is the director or lead teacher who have been trained in the administration of medication. In addition, in the absence of a school nurse, qualified school employees who have completed the training required by Section 10-212a of the CT General Statutes may administer epinephrine to students who experience allergic reactions but **DO NOT** have a prior written authorization of a parent/guardian or the written order from a qualified medical professional for the purpose of emergency first aid as set forth in section 10-212-a-1 through 10-212a-10. The parent/guardian of a student may submit, in writing, to the school nurse a notice that epinephrine shall not be administered to such student.

The authorized administration of medicinal preparations by a Connecticut-licensed practical nurse, school principal, or his/her designee of authorized staff member at the school shall be under the general supervision of the registered school nurse.

The registered school nurse, Connecticut-licensed practical nurse, principal, certified teacher, or other persons covered by CT State Statute who has training in safely administering the medication shall not be liable to a student, parent or guardian for civil damages for any injuries which result from acts or omissions in administering such medicinal preparations which may constitute ordinary negligence.

School students who meet the requirements of Reg. 10-212a-4 will be allowed to **carry and administer** to themselves asthma medication by inhaler and/or insulin or cartridge injector of adrenalin. This excludes controlled drugs as defined in 10-212a-1.

All **authorization forms** for administering the **standing orders** signed by the Medical Advisor for the West Hartford Non-Public Schools shall be for the **current school year** consisting of July 1 to June 30th, and not to **exceed a 12-month period**, and is required for each school year.

Medication orders are to include written directions by an authorized prescriber for the administration of medication to a student which shall include the name of the student, the name and generic name of the medication, the dosage of the medication, the route of administration, the time of administration, the frequency of administration, the indications for medication, any potential side effects including overdose or missed doses of the

medication, the start and termination dates **NOT to exceed a 12 month period**, and the written signature of the prescriber.

The school shall keep a record of the administration of all medicinal preparations. All medication administration is recorded in the medication section of the SNAP electronic computer program as an individual medication administration record for each student. For controlled medication, a separate **audit paper log for reconciliation** only will be conducted and documented at least **once a week and co-signed by another nurse or witness**. All documentation is backed up daily to a hosted server.

All authorized medications **MUST** be delivered to the school by parent or responsible adult to the school nurse, or in the nurse absence, a qualified personnel trained in the administration of medication, except self-carry medications and medications for emergencies. Where applicable, the school will store only a **3 month** supply of medication at any given time.

All medication shall be kept in a designated locked cabinets except emergency medication that will be stored in an unlocked, clearly labeled and readily accessible medication bag in the nurse's office **during** school hours. Emergency medications will be locked **beyond** the regular school day. Controlled medications are stored separately from other medications in a double locked cabinet.

Legal Reference: Connecticut General Statutes:
10-212a-1 through 10-212a-10

Public Act 14-176
Section 22 of PA 15-215

ADMINISTRATION OF MEDICINES BY SCHOOL PERSONNEL

The West Hartford Non-Public School Health Program policy presently allows:

1. Medication to be given to students during the school day with all required authorization. School nurses can only administer **FDA approved medications**.
2. School nurses or, in the absence of such nurse, an appointed representative identified as a “qualified personnel” properly trained in administration of medications in accordance with Section 10-212a-3 of regulations.
3. School students to self-carry and use emergency medications such as inhalers, cartridge epinephrine and insulin (pen or pump) with authorization from physician **and** parent.
4. In the absence of the school nurse, qualified school employees who have completed the training required by Section 10-212a **may** administer epinephrine to students who experience allergic reactions but do not have prior written authorization of a parent or a qualified medical professional, for the purpose of emergency first aid.
5. By State Regulations Section 10-212a-1, Students are **not** permitted to carry medications, including OTC medication, during school hours **without** the required authorization, except emergency medications when ordered.
6. Field Trips - Students who have a verified chronic medical condition and are responsible for self-administer prescribed emergency medications during **routine** school days **MUST** carry the prescribed medication on field trips to be allowed participation in the field trip.

REGULATIONS

1. Medication will be given by the school nurse or, in her absence, designated qualified personnel such as the principal, teacher or paraprofessional who has volunteered to be trained annually in the principles of safe administration of medications according to 10-212a-3.
2. A list providing names of qualified employees who have received training will be maintained by the principal and the school nurse. Medication Administration Training will be updated annually and/or reviewed with assigned personnel at the request of the school nurse.
3. The school nurse will conduct such training to include but not limited to:
 - i. The procedural aspects of medication administration, the safe handling and storage of medication and recording.
 - ii. The medication needs of specific students medication idiosyncrasies and desired effects, potential side effects or untoward reactions such as an overdose or missed dose.

iii. Return demonstrations when applicable.

4. The training will be provided by viewing a training DVD such as the “School Medication Givers” DVD, or pertinent web-site training, and the Annual Epinephrine Administration Training Program for Connecticut Unlicensed School Personnel. Completion of a return demonstration of proper epinephrine administration and a True/False test is required. The training is performed at the start of each school year and, if necessary, to designated qualified personnel on student specific training at the start and throughout the school year.
5. Oral, topical, inhaled or intranasal medication may be administered. Trained, qualified personnel may give injections, such as glucagon, to specific students in order to protect that student from harm or death with authorization from a medical provider, parent or guardian and the school nurse except in the case of emergency administration of epinephrine. Supervision is overseen by the school nurse.
6. Controlled drugs currently listed in Schedules II through V of the Regulations of CT State Agencies, Sections 21a-243-8 to 21a-242-11 may be administered pursuant to the local board of education.
7. Storage of medication, except for emergency epinephrine, will be in a separate locked cabinet used only for medication. Emergency medications will be stored in an unlocked, clearly labeled and readily accessible container/bag during the school day. Controlled drugs will be stored in a separate locked box within the designated medication cabinet. **All** medications will be locked at the end of the school day. Access will be limited to only those authorized to give medication. The nurse’s office will have a small refrigerator for medications which need refrigeration between 36 – 46 degrees Fahrenheit.
8. Transportation of medication to or from school must be done **only** by parent or responsible adults. Student with permission to self-carry may have the medication on their person.
9. The school nurse will examine and review on-site all medication, medication order and parent authorization for all medication at school and before it is administered. It will be the nurse’s responsibility to set up a schedule and plan for the administration of the medication, counsels the student in the plan and be sure the order, container and permission for the medication is in compliance. The school nurse will administer the first dose. All refills will be reviewed by the school nurse. No medication shall be kept in school **without** a medication order.
10. Discontinued or extra medication not picked up by an adult will be destroyed after one week in the presence of one witness. Controlled drugs will be destroyed in accordance with Section 21a-262-3 of Regulations of the Connecticut State Agencies. Liquids, capsules and tablets will be diluted with water and poured into a plastic bag filled with kitty litter and sealed shut. This bag can be discarded into the regular

- trash. MDI's are to be expressed until empty and discarded in the regular trash. All medications and prescriptive paperwork are to be cleared of any identifying information.
11. Accidental destruction or loss of controlled drugs must be verified in the presence of a second person.
 12. Verbal orders from a physician may be taken by the school nurse only and a written order or fax must follow within three days.
 13. Documentation: All current and signed authorization forms will be kept in a notebook for easy reference. At the end of the school year, they will be placed in the cumulative folders. The daily or prn record for the administration of medication will be entered into the medication section of the SNAP computer program. The remaining doses of a controlled substance will be counted and recorded within the medication program electronic record of SNAP and the weekly paper Count Audit. Whenever the student graduates or transfers, a medication history will be printed and forwarded with the entire SNAP record. At the end of each school year all medication documentation will be archived with that school year's records and backed up to the school's server.
 14. If an error in administering the medication should occur, the error will be documented on an error form and an accident report will be filed appropriately. The nursing supervisor will be notified.
 15. Reporting of the emergency administration of epinephrine by qualified school employee to a student who does not have a prior written authorization of a parent or guardian or a prior written order of a qualified medical professional for the administration of epinephrine must report the incident immediately to the school nurse or school nurse supervisor and to the student's parent or guardian. A medication administration record shall be submitted to the school nurse by the qualified school employee as soon as possible, but no later than the next day, and will be filed in the student's cumulative health record.

SELF-ADMINISTRATION OF MEDICATIONS

Students who have a verified chronic medical condition and are deemed capable may self-administer prescribed emergency medications. These include rescue asthma inhalers and cartridge injectors for medically diagnosed allergies. Other medications may be considered but controlled medications are exempt.

The prescriber must include self-administration in the medication authorization along with the parent and eligible student signature. The school nurse must assess the student's competency and make the decision that he/she will be safe within the school setting.

The student must be able to identify and select the medication by size, color, amount and other label identification. He/she must know the frequency and time of day the medication is ordered, the symptoms which require the medication, can administer the medication properly, maintains safe control of the medication at all times. He/she must cooperate with the established medication plan for that student and will seek adult supervision whenever warranted.

In the case of asthma inhalers and cartridge injectors for diagnosed allergies, the nurse shall not prevent a student from self medicating. Students may self administer with the prescriber's signature and that of a parent or eligible student.

Self-administration of controlled medications, as defined in Section 10-212a-1 of the Regulations of Connecticut State Agencies, may be considered for extraordinary situations, such as international field trips, and shall be approved by the school nurse, school nurse supervisor and the school administration by written permission from both parent/guardian and medical provider.

Field Trips - Students who have a verified chronic medical condition and are responsible for self-administer prescribed emergency medications during **routine** school days **MUST** carry the prescribed medication on field trips to be allowed participation in the field trip.

ADMINISTRATION OF MEDICATIONS BY COACHES AND LICENSED
ATHLETIC TRAINERS DURING INTRAMURAL AND INTERSCHOLASTIC
ATHLETIC EVENTS

During intramural and interscholastic events, a certified coach or licensed athletic trainer {employed directly by the school, not subcontracted} may administer medications for select students for whom self-administration plans are not viable options as determined by the school nurse for inhalant medications prescribed to treat respiratory conditions and medication delivered by a cartridge injector for students diagnosed with an allergic condition which may require prompt treatment to protect the student against serious harm or death.

The coach or athletic trainer shall be trained as a school medication giver and the nurse will provide a copy of the authorized prescriber's order and parental permission form.

The parent shall provide the medication to the coach or trainer according to 10-212a-5. This medication will be **separate** from the medication stored in the Nurse's office for use during the school day. The coach and trainer shall agree to the administration of emergency medication and shall implement the emergency care plan for the student.

Medications to be used at athletic events shall be stored in containers for the exclusive use of holding medications, in locations that preserve the integrity of the medications, which are under the general supervision of the coach or trainer and are locked in a secure container when not at use during athletic events. Medication errors are addressed the same as the school day policy. A separate medication form for each student is required and will be provided by the school nurse. Use of a cartridge injector shall be reported to the school nurse on her next working day. The remainder of medications shall be reported to the school nurse monthly or as frequently as required by the individual school plan. The medication administration form is to be provided to the school nurse at the end of each sport season and stored or summarized in the student's cumulative health record.

ADMINISTRATION OF MEDICATIONS BY PARAPROFESSIONALS

Paraprofessionals, in the absence of a school nurse, may only administer medications to a **specific** student in order to protect that student from harm or death due to a medical diagnosis or an allergic condition only with approval by the school medical advisor, school nurse supervisor, and in conjunction with the school nurse to provide supervision.

Requirements for authorized administration are according to Section 10-212a of the Connecticut General Statutes including a signed medication authorization form from a qualified medical provider **and** parental or guardian permission.

Administration of emergency medication only when necessary for prompt treatment of an allergic reaction, including, but **not** limited to, a cartridge injector.

The paraprofessional shall have received proper training and supervision from the school nurse which shall include all of the elements outlined in Section 10-212a-3 and 10-212a-7 of the Regulations of Connecticut State Agencies.

ADMINISTRATION OF MEDICATION IN SCHOOL READINESS PROGRAMS
AND BEFORE- AND AFTER-SCHOOL PROGRAMS

Each school board of education/school shall develop policies and procedures, to be reviewed on an annual basis, for administration of medications in these areas with the input of the school nurse supervisor, school nurse, and medical director as needed.

The policies shall include the determination of the level of nursing services and allotted training time needed to ensure the safe administration of medication within these programs.

The policy must determine who may administer medication, the circumstances under which self-medication by students is permitted, procedures to be followed in the event of a medication emergency or error, the individuals to be contacted in such event, the person responsible for decision making in the absence of a nurse and who will have access to the health room keys to access medications. Poison control center information must be readily available on-site.

All medication givers may administer emergency medications only to students with a documented **medically-diagnosed allergic condition** which may require prompt treatment to protect the student against serious harm or death. All other medications (non-emergent) will **NOT** be administered in the before and after school program.

Emergency medication administration will require the written order of an authorized prescriber and parent, guardian or eligible student. In the absence of a licensed nurse, only directors or directors' designees, lead teachers or school administrators who have been trained to administer medication to students as delegated by the school nurse. Training for the medication givers will be the same as for those trained to administer medications during the school day.

Controlled drugs currently listed in Schedules II through V of the Regulations of CT State Agencies, Sections 21a-243-8 to 21a-242-11 may be administered pursuant to the local board of education. Also, if self-administration of medication is allowed the policies of the school day must followed.

All medications must be handled in accordance with regular school day regulations. All medications shall be stored at the site of the before and after-school program location. In the event that it is not possible for the parent or guardian to provide a **separate supply** of medication, the medications will be stored and locked in the school health office accessible by the designated individual.

Documentation shall be completed on forms provided by the school. A separate administration of medication record for each student shall be maintained in the program. All emergency medications administrations shall be reported to the school nurse the next day or in accordance with the student's individual health plan. The record of

administration shall be submitted to the school nurse at the end of the school year and filed in the student's cumulative record according to policy.

Emergency medication administration training in these programs shall be conducted by the school nurse, who will review orders, changes in orders and communicate such to the personnel designated to give medications. The nurse may support and assist personnel to prepare for and implement their medication responsibilities, may review periodically that all policies and procedures related to the administration of emergency medication are understood and followed. The school nurse must observe competency of trained medication givers by completion of the medication administration training, return demonstration of injectors, and completion of the medication post quiz.