

**MEDICATION POLICY FOR
VERMILION PARISH SCHOOLS**

The Board shall regulate the administration of medications during school hours by means of the policy which follows:

I. ADMINISTRATION OF MEDICATION: GENERAL PROVISION

- A. Medication as defined by Webster's dictionary is 1) substance or preparation used in treating disease 2) substance (as a drug or potion) used to treat something other than disease.
- B. Oral school medication orders shall be limited to medications which cannot be administered before or after school hours. Medication will be administered during a time period established by the school at midday. No medication will be administered at any other time unless there are special circumstances which are approved by the school nurse.
- C. Except in life threatening situations, trained unlicensed school employees may not administer injectable medications.
- D. Other routes of medication administration such as transdermal, topical, or rectal may be required in extenuating circumstances. These medications may be administered by trained licensed school personnel as delegated by the school registered nurse.
- E. New protocols are to be developed as deemed necessary by the school registered nurse.
- F. All medications shall be stored in a secured, locked area or locked drawer with limited access except by authorized personnel.
- G. Medication which may be administered by properly trained school employees:
 - 1. Medication to modify behavior [e.g. Ritalin Methylphenidate (generic Ritalin)].
 - 2. Seizure medication
 - 3. Asthma medication
 - 4. Allergic reaction medication
 - 5. There will be extenuating circumstances requiring medication not listed in the above categories. A determination on the administration of medication not listed above will be made by the school nurse after reviewing medical documentation (e.g. Tylenol, aspirin for migraine headaches).

6. Antibiotic and other short term medication will not be given at school.
 7. Herbal or all natural OTC substances used to treat something other than disease will not be given at school.
 8. Other routes of medication administered such as eye drops, ear drops, or nasal spray will not be administered by school personnel.
 9. All aerosol medications shall be delivered to the school in premeasured dosage.
 10. No more than a 35 school day supply of medication shall be kept at school.
- H. Each student shall be observed by a school employee for a period of 45 minutes following the administration of medication. This observation may occur during instruction time.
- I. During the period when the medication is administered, the person administering medication shall be relieved of all other duties.
- J. Self-medication will be allowed under certain circumstances as determined by the school nurse. Examples:
1. Asthma inhaler
 2. Emergency allergy medication (Epi Pen)
 3. Diabetic medication
 4. Ear drops, eye drops, nasal spray

II. WRITTEN ORDERS, APPROPRIATE CONTAINERS, LABELS AND INFORMATION

- A. Medication shall not be administered to any student without an order from a licensed physician or dentist who is licensed to practice medicine or dentistry in the state of Louisiana or an adjacent state or any other authorized prescriber authorized in the state of Louisiana to prescribe medications or devices and a letter or request and authorization from the student's parent or guardian. Written orders will only be accepted on a state mandated medication administration form.
- B. Prescription/Non Prescription medication shall be provided to the school by the parent/guardian in the container that meets acceptable pharmaceutical standards and shall include the following information:
1. Name of pharmacy
 2. Address and telephone number of pharmacy
 3. Prescription number/manufacture's lot or batch number

4. Date dispensed
5. Name of student
6. Clear directions for use, including the dosage, the route, frequency, and other as indicated
7. Drug name and strength
8. Last name and initial of pharmacist
9. Cautionary auxiliary labels, if applicable
10. Physician, dentist, or other authorized prescriber name

III. PRINCIPAL

The principal, in conjunction with the school nurse, shall designate at least two employees to receive training for administering medications in each school.

IV. TEACHER

The classroom teacher who is not otherwise previously contractually required shall not be assigned to administer medications to students. A teacher may request in writing to volunteer to administer medications to his/her own students.

V. SCHOOL NURSE

- A. The school nurse, in collaboration with the principal, shall supervise the implementation of the school policies for the administration of medications in schools to insure the safety, health, and welfare of the students.
- B. The school nurse shall be responsible for the training of unlicensed school personnel who have been designated by each principal to administer medications in each school. The training shall be at least six hours and include, but not be limited to, the following provisions:
 1. Proper procedures for administration of medications including controlled substances
 2. Storage and disposal of medications
 3. Appropriate and correct record keeping
 4. Appropriate actions when unusual circumstances or medication reactions occur
- C. The school employed registered nurse shall assess the health status of the specific child in his/her specific education setting to determine that the administration of the medication can be safely performed by and delegated to unlicensed trained personnel.
- D. According to the Louisiana State Board of Nursing, unlicensed trained school personnel are administering medication under the registered nurses license. The registered nurse retains the accountability and liability of the student who receives medication during the school day.

VI. PARENT/GUARDIAN

- A. The parent/guardian who wishes medication administered to his/her student shall complete the necessary paperwork with the school employed registered nurse.
 - 1. Written orders are needed for all medications to be given at school, including annual renewals at the beginning of the school year and whenever there is a change in directions for administration of the medication.
 - 2. Arrangements for the safe delivery of the medication by a responsible adult to and from school in the original labeled container as dispensed by the pharmacist. No student is allowed to transport medication.
- B. Administration of nebulizer treatments require nursing judgment and observation, therefore, nebulizer treatments will not be administered by school personnel. A parent or guardian may come to administer the treatment to their child.
- C. The initial dose of a newly prescribed medication shall be administered by the student's parent/guardian outside the school jurisdiction within no less than twenty-four (24) hours prior to student's appearance at school.
- D. The parent/guardian shall also work with those personnel designated to administer medication as follows:
 - 1. Cooperate in counting the medication with the designated school personnel who receives it and sign the medication log.
 - 2. Cooperate with school staff to provide for safe, appropriate administration of medications to students, such as positioning and suggestions for liquids or foods to be given with the medication. The parent or guardian will be responsible for providing liquids or foods as needed.
 - 3. Assist in the development of the Medication Administration/Emergency plan for each student.
 - 4. Grant permission for school nurse/physician consultation and communication and for school personnel to call the physician during an emergency involving the student.
 - 5. Remove or give permission to destroy unused, contaminated, discontinued or out-of-date medications. No medication is to be left at school over the summer vacation and will be destroyed one week following the last day of school.
- E. Only medication prescribed by a licensed physician or dentist who is licensed to practice medicine or dentistry in the state of Louisiana or an adjacent state or any other authorized prescriber authorized in the state of Louisiana to prescribe medications or devices and a letter or request and authorization from the student's parent or guardian will be accepted.

1. The parent may come to school to administer the medication.
2. The parent may make arrangements with a member of his/her own family to administer the medication at school.

VII. UNLICENSED TRAINED PERSONNEL

- A. An employee shall have the right to request another school board employee to be present while he/she is administering medication to a student in order to serve as a witness.
- B. Individuals who are required to administer medication and have been trained according to the provisions of this section may not decline to perform such service at the time indicated except as exempted for reasons as noted in writing by the licensed medical physician or the registered nurse. The reasons for such exemptions shall be documented and certified by the licensed medical physicians or the registered nurse within seventy-two hours of the request for the exemption.

VIII. ADMINISTRATION OF MEDICATION ON FIELD TRIPS

Unlicensed trained employees will not be routinely scheduled to accompany students on field trips. However, if an unlicensed trained employee is in attendance on the field trip, he/she may administer medications to students. Medications administered during field trips require all of the conditions and documentation that any other medication administered at school requires.

For field trips which occur in the absence of an unlicensed trained employee the parent may meet the group at a specific location and administer the medication, or the parent may decide to have the student skip that dose of medication.

IX. MEDICATION ERRORS/INCIDENTS

- A. In the event of a medication error, a medication incident report will be completed.
 1. He/She is to immediately notify the principal and school nurse
 2. The principal and school nurse will notify the parent.
- B. In the event of a needlestick incident, the Department of Health and Hospitals policy will be followed.
 1. The employee involved is to immediately notify the principal and school nurse.

X. STUDENT CONFIDENTIALITY

All student information shall be kept confidential.