

STUDENT MEDICATION ADMINISTRATION**Medication Administration Authorization Form**

This form must be signed by the parent/guardian **and** health care provider and must contain the following information before a student may be given, or assisted with self-administration, of medication on campus or during a school event:

- The name, address, telephone number and license number of the supervising physician;
- Student's name and date of birth;
- Name of the medication to be administered and reason for administration;
- Amount or dose of the medication;
- If authorized changes in medication dosage require pill splitting, only pills that are scored will be split (in half only), and a commercial pill-splitting device used for correct splitting;
- Method of administration;
- Time the medication is to be administered at school;
- Possible side effects;
- For medication prescribed on an as needed basis, the specific symptoms that necessitate administration of medications, the allowable frequency for administration, and indications for referral for medical evaluation;
- For medication that is to be self-administered by the student, a statement that, in the authorized health care provider's opinion, the student is competent to safely self-administer the medication according to the conditions in the provider's (physician) written statement. The physician or provider **MUST** signify that the student has been trained to self-administer the medication by the indicated method.

Note: Except for the discontinuance of the administration of a given medication, MCOE will not accept telephone instructions regarding medication to students from Parents or guardians, nor are students to hand-carry or bring such documents to school. Written documents must be directly provided by the parent/guardian, if permission is granted, given to a bus driver or responsible adult to be transported. Faxed statements or forms are acceptable, provided the source of the fax is clearly legible on the fax header. Email statements or forms are not acceptable.

Changes in Medication

Except for discontinuance of the administration of a medication by a parent or extreme and apparent emergencies, changes in the medication authorization by the same, or different, physician require a new written physician statement and parent/guardian authorization form that has been completed and signed. A custodial parent or guardian may make a written or verbal statement to cease medication administration at any time. However a verbal statement must be witnessed by at least two staff members and noted by these staff members on the appropriate medical log and Medication Authorization form.

STUDENT MEDICATION ADMINISTRATION (continued)**Persons Authorized to Administer Medication**

Students may be assisted with medication administration during school hours by a credentialed school nurse, site administrator or designee as allowed by law, the parent/guardian, as allowed by law, a contracted licensed health care professional whose licensure permits administration of the medication, or by the student under specified conditions. An unlicensed staff member designated by the site administrator may administer medication only under the following conditions:

- The unlicensed staff member is willing to perform medication administration;
- The unlicensed staff member is trained and determined to be capable and competent to safely and accurately administer the medication by a credentialed school nurse;
- The unlicensed staff member performing medication administration is supervised by a credentialed school nurse, and the supervision, review, and monitoring of the medication administration is documented. The physical presence of the credentialed school nurse or other authorized medical provider is not necessary provided the staff member has satisfactorily demonstrated competence in the administration of the medication;
- The unlicensed staff member designated to administer life-sustaining emergency medication, as allowed by law, must receive annual training in its administration and maintain current certification in cardiopulmonary resuscitation (CPR) from a recognized source of such training, such as the American Red Cross or the American Heart Association.

Student Independent Self-Medication Authorization

Students may be allowed to carry and independently self-administer emergency medications if a Student Independent Self-Medication Authorization form is fully filled out and such self-administration is pursuant to the written statement of the authorized health care provider, written parental consent, and a credentialed school nurse observes and documents the student's capability to safely and competently perform the task according to the authorized health care provider's signed written statement. The only medications that may be self-administered are medications that may result in medical emergencies or medically dangerous situations if the medication is not immediately administered.

Documented observation includes but is not limited to the following activities:

- Observation of the student self-administering the medication or obtained evidence of knowledge, skills and ability to self-administer;
- Determination of the student's capability to have in his or her possession all necessary equipment and supplies;
- Determination of the student's capability to adhere to standard precautions and appropriate handling of syringes, needles, lancets, and other medical equipment and universal precautions regarding blood and bodily fluids;

STUDENT MEDICATION ADMINISTRATION (continued)

- Determination of the student’s capability to maintain safety and privacy;
- Development of an individualized school healthcare plan (ISHP) by a credentialed school nurse if the student’s health condition and status require monitoring and supervision;
- Development of a written agreement with the student that includes:
 - a) Procedures for reporting to designated school personnel any problems with medication, supplies or equipment, or if and when the student needs assistance;
 - b) A monitoring system for tracking self-medicating student outcomes;
 - c) Agreement that the student does not administer medication to or share medication with other students;
 - d) Information concerning what constitutes responsible behavior and warns that any act of inappropriate behavior with regard to independent self-administration of medication, such as sharing medications with peers, will result in the school administrator informing the parent/guardian and may result in revoking the privilege of independent self-administration and in reporting the student’s distribution of drugs to the police or sheriff (see Education Code Section 48915);
 - e) Provision for the student to keep on his or her person a copy of the authorized health care provider and parent/guardian written statements;
 - f) Recommendation that the student carry photo identification.

Transportation of Medication to School

Except for those medications that the student is authorized to carry and independently self-administer, the student’s parent/guardian is responsible to bring or arrange to have medication delivered to the school site under the following conditions:

- The parent/guardian, or adult designee, must deliver the medication to the school office in a container labeled by a pharmacist licensed in California;
- The medication container label indicates the student’s name, the physician’s name, the name of the medication, and directions for use;
- The credentialed school nurse confirms that the medication containers are labeled in a manner that is consistent with the written statement of the authorized health care provider;
- Over-the-counter medication that has been prescribed by an authorized health care provider be delivered to the school in the original container;
- Multiple-drug medication packages (e.g., Med-Paks) prepared by pharmacists for school administration may not include more than one medication in a single package.

Required Recordkeeping and Storage Procedures

The site administrator shall assure that the following records are kept and procedures are followed:

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- The credentialed school nurse, or other designated school personnel, who are authorized to administer medication will be responsible/required to:
 - a) Sign the medication log when medication is administered to a student;
 - b) Maintain the current count of controlled medication(s);
 - c) Transfer the authorized health care provider's written statement onto the medication log;
 - d) Maintain current information in the medication log;
 - e) Inform other appropriate school personnel of changes in the authorized health care provider's written statement on each medication and arrange for any additional training for changes in the authorized health care provider's written statement;
 - f) Monitor accurate logging of assistance with student self-administration of medication and outcomes.
- All medications, with the exception of those medications that individual students have been authorized to carry and independently self-administer, are kept in a locked medication cabinet or medication container and made available only to persons authorized to administer medications;
- All medications are stored in a manner required to maintain effectiveness;
- Refrigerators that are used for medication storage are kept locked, and their use reserved exclusively for medication storage;
- Each student receiving medication shall have an individual record or "medication log" in which medications administered by the school are logged at the time the medication is administered. A separate log shall be kept for each medication. A new log will be created when there is a change in dosage time or kind of medication. Medication logs will include the following information:
 - a) Space for daily entry of date and time the medication is actually administered at school, and space for the initials of the personnel who administered the medication;
 - b) Instructions for logging omitted medication, failure to administer medication in the required manner and at the specified time, and any other error in medication administration, including the reasons for the error and the method and the time of the parent/guardian notification.

Logging Controlled Substances

The following procedure must be followed, in addition to the above, when receiving and administering any substances designated as controlled by California Health and Safety Codes Section 11053-11058.

- All controlled substances are counted and recorded upon arrival at school in the presence of the parent/guardian, or adult designee delivering the medication. The staff member who makes and records the count, and the parent/guardian, or adult designee must sign the medication log attesting to the entry of delivered medication;
- Each dose of the controlled substance that is administered is recorded and subtracted from the total count remaining;

STUDENT MEDICATION ADMINISTRATION (continued)

- Discrepancies between what has been documented as administered and the amount remaining are reported immediately upon discovery to the site administrator, credentialed school nurse, and to the appropriate law enforcement agencies.

Medication Errors

Any failure to properly administer medication according to the written statement of the authorized health care provider, including the administration of the wrong medication or the failure to administer medication must be reported immediately upon discovery to the site administrator, the credentialed school nurse and to the parent/guardian. Upon being notified of a medication error, the credentialed school nurse, or site administrator will notify the authorizing health care provider. When ever there is medication error, written documentation of the error must be recorded on an MCOE reporting form indicating that information regarding the error was communicated to the parent/guardian and the authorized health care provider.

Disposal of Medication

For the health and safety of all students, medication will not be sent home with students. At the end of the school year, all remaining medication must be returned directly to the parent/guardian and so documented on the student's medication log. The return date, signatures of the school personnel returning the medication and the parent/guardian receiving the medication should be noted on the medication log. Medication for students expected to attend summer or extended session may be retained.

- All discontinued or outdated medications will be returned to the parent/guardian and documented on the student's medication log. The medication log should also contain the medication name and return date and the signatures of the school personnel returning the medication and of the parent/guardian or adult designee receiving the medication;
- If the parent/guardian does not arrange to pick up remaining medication within 30 days of the documented notice, the medication will be disposed of by the site administrator, or credentialed school nurse by an appropriate method.
- Medication disposal:
Should be performed by the school nurse or site administrator in the following steps:
 - a) Placed in a box and sealed by 2 staff members. Each staff member should sign their names across a part of the tape sealing the box. Copies of the student medication log should be attached to the box. The following information recorded on the medication log to include:
 - b) Date of disposal
 - c) Medication name
 - d) Amount of medication
 - e) Method of disposal and name of disposal service, if applicable

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- f) The person disposing of the medicine or a representative of a disposal service should sign the copy of the log attached to the box;
- g) The copy of the log, signed by the disposal service representative, must be placed in the student's medical file.

School Activities and Field Trips

Students shall not be restricted from school activities because of the need for assistance with self-administration of medication. The following shall apply:

- All staff members who are planning school-sponsored activities, including athletic department staff members who are planning intramural activities, notify the credentialed school nurse or the site administrator of the schedules for field trips and other related school activities as soon as possible in the school year to allow time to schedule trained staff to attend or to train staff to administer medications to students, if needed;
- The credentialed school nurse or site administrator provides the designated trained staff members with all the necessary student medication (including emergency medication) that will allow students who need medication during the regular school day to participate in the school-sponsored activity;
- Medication to be provided in pharmacy-prepared containers labeled with the student's name, authorized health care provider's name, name of medication, dose of medication, method of administering the medication, and time of administration;
- Designated trained school personnel shall keep all medication in a closed container on his or her person at all times, such as in a fanny pack or back pack;
- Only designated trained school personnel will be allowed access to student medication and medication administration responsibilities for students needing medication at school-sponsored activities;
- The credentialed school nurse will provide information about how trained designated school personnel gain access to emergency services;
- MCOE asserts that the designated school personnel has a communication device, such as a two-way radio or cellular telephone, for gaining access to emergency services at school-sponsored activities;
- A medication log to record the time the medication was administered must accompany each medication that is to be administered during the school-sponsored activity. The process must ensure that:
 - a) Documentation of medication administration on all field trips and school-sponsored activities occurs at the time and place of administration;
 - b) On return to school, the log is returned to the health office, is reviewed by the credentialed school nurse and placed within the area designated for administrative records.

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- When a school activity involves several days or overnight stays, specific plans will be made for keeping medications safe and ensuring the confidentiality of those students who are required to take medication. The medication plan for administration prior to overnight trips must be reviewed and approved by a credentialed school nurse prior to implementation.

Disaster Plan

The site administrator or designee will establish procedures within the site disaster plan whereby students will be able to receive their medication during a disaster. In the event of an emergency or disaster, students may be required to stay at school for an extended period of time. For this reason it is essential that those students who require daily medications should keep a 72-hour supply at their school site. Example of medications, which should not be abruptly stopped, include those used to treat diabetes, epilepsy or seizures, asthma, cardiac problems, depression, anxiety and any other chronic problems.

The following steps should be taken to ensure the student has the needed medication for use during a disaster:

- Have a copy of the Student Medication Administration Authorization form with notification of 72-hour supply checked that has been signed by both the physician and the parent/guardian;
- The medication dose(s), frequency and any side effects;
- A 72-hour supply of medication in an original prescription container;

The credentialed school nurse or other designated school personnel authorized to administer medication will place the authorization form and medications in a zip top bag labeled with the student's name and teacher. All emergency medications will be kept in a separate area to allow for easy accessibility in the event of a disaster.

An updated list of students with medical concerns that may result in an emergency will be kept in a printed format in a location that is accessible during an emergency. Students who have need for essential medications on a 24-hour basis will be identified and be assigned a higher priority status for evacuation and reunification with their parent/guardian.

MENDOCINO COUNTY BOARD OF EDUCATION

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