

## **BOARD AGENDA ITEM**

**June 24, 2014**

### **SUBJECT:**

Revisions to the JLCD – Assisting Students with Medicines

### **BACKGROUND INFORMATION:**

Many students attending school have health conditions which require health care services during the school day and at school sponsored functions. The SC Board of Nursing Advisory Opinion #51 allowed school nurses to train, determine competency, and evaluate the unlicensed school personnel to perform certain medical task usually performed by the nurse. Additionally, the SC Code of Laws, Section 40-33-442, pertains to task that may be assigned to unlicensed school personnel. The South Carolina Code of Laws was amended to include Sections 59-63-80 and 59-63-90. The amendment requires that students with special health care needs have individual health care plans. The policy ensures compliance by authorizing the student to self-medicate and self-monitor unless there is sufficient evidence that unsupervised self-monitoring or self-medicating would jeopardize the safety of the student or others. The administration has reviewed District Policy JLCD, and is recommending the additions so that our policy for Assisting Students with Medicines reflects clarification of the policy.

### **ADMINISTRATIVE CONSIDERATION:**

The Division of Administration, Department of Nursing Services, and Cabinet has reviewed JLCD and recommends the changes.

### **RECOMMENDATIONS:**

Accept the revision to JLCD – Assisting Students with Medicines on First Reading.

### **ATTACHMENTS:**

Revision of JLCD – Assisting Students with Medicines

### **PREPARED BY:**

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## **Policy JLCD Assisting Students with Medicines**

Issued 6/06

Purpose: To establish the basic structure for assisting students with medicines medications in a school setting.

~~School personnel will dispense medication to students according to the provisions stated below.~~

~~The principal or his/her designee may assist students with medicine during school hours or during authorized school events at the written request of the doctor or parent/legal guardian. All controlled substances will be delivered by the parent/legal guardian. All medication will be properly labeled and in an original container.~~

When possible, medications should be given by parents/guardians before or after school hours. Any prescription medication to be given at school or school related activities must be accompanied by written orders from a health care practitioner who is recognized by South Carolina's Department of Labor, Licensing, and Regulation as authorized to prescribe medications. Over the counter medications will not require a written order from the healthcare practitioner. A written order from the health care practitioner will be required for herbal/alternative medicinal products and over the counter medication doses that are different than the directions as stated on the originals label.

The school nurse will train unlicensed school personnel to assist with routine medications. If the nurse is absent, or the school does not have a full time nurse assigned, or the nurse is not present in the health office because of other duties or assignments, the principal or his/her designee is responsible for assisting students with medications.

Medications must be brought to the school by a responsible adult and delivered to the school nurse or, in the absence of the nurse, to the school employee designated by the principal. The responsible adult delivering a medication to the school may be required to count and sign in medication with the nurse or designated employee.

~~Students with a chronic illness may be allowed to self monitor and/or self medicate. Eligible students may be allowed to self-monitor and self-medicate unless there is sufficient evidence that unsupervised self-monitoring or self-medication would seriously jeopardize the safety of the student or others. The decision to allow the recommendation of the student's healthcare practitioner will be determined by the school team comprised of the parent/legal guardian, school nurse, physician, and the school administrator. The registered nurse will write an individual healthcare plan which meets the needs of students for health monitoring and care during the school day or at school sponsored events.~~

~~In some rare instances, the district, after reviewing situations, reserves the right to reject request for the administration of any medication or to allow a student to self-medicate or self-monitor.~~

Unlicensed school employees may be trained by the school nurse to provide emergency

medication to students with an identified chronic health condition.

Schools will comply with state law regarding prescriptions for controlled substances in Schedules II through IV and administrative rule JLCD-R.

Adopted 2/8/00; Revised 4/23/02, 6/27/06

Legal references:

S.C. Code of Laws, 1976, as amended:

Section 40-33-70 - Amends law relating to on-site supervision of a nurse.

Section 59-63-80 and 90 - Policy for individual healthcare plan for certain students.

Section 15-78-60 - Immunity from liability for districts and employees.

Section 44-53-360 - Prescriptions

## **AR JLCD-R Assisting Students with Medicines**

Issued 6/06

### **Medications in schools**

~~If a student is required to take medication during school hours and the parent/legal guardian cannot be at the school to administer the medication, only the school nurse, the principal, or designee will administer the medication according to the following guidelines:~~

Students who require a medication during school hours to maintain and support their presence in school will receive the medication in a safe manner. Medication will be administered by a registered nurse (RN) or unlicensed assistive personnel (UAP) who is a school employee trained by the RN, if the RN is not available. All medication will be maintained in the health room. A student may not carry any medication on his/her person without school district permission to self-administer and self-monitor.

Medications delivered to the school must be in the original container with all labels intact. Prior to administering any medication, the school must receive the following:

- The District's Permission for Medication form signed by the parent or legal guardian.
- A healthcare practitioner's order for all prescription medications and herbal medications, and all medications or dosages different from the directions stated on the original label.
- Parent/guardian signature will be required for all nonprescription medication.
- The parent/guardian must deliver the medication to the nurse, principal, or UAP.
- All prescription medication must be in the original prescription container labeled with the following typed information: student's name, name of medication, time to be administered, dosage, strength, directions for use, physician's name, date filled, and pharmacy name, address, phone number

Over the counter, medication not prescribed, may be provided by the parent if it is in the original container, clearly labeled with the student's name, and is accompanied by a Medication Permission form signed by the parent or legal guardian.

Permission for Medication forms will be updated at the beginning of the school year and/or as required by changes in the prescription.

The parent/legal guardian of the student must assume responsibility for informing the nurse of any change in the student's health or change in medication.

When the medication has been given according to the prescribed order, neither the district nor its personnel will be held liable in the event of an adverse reaction.

The school will be responsible for the safekeeping of the medication. All medication will be kept in a locked cabinet or drawer and only accessible to the nurse, principal, or the designee.

Controlled substances accepted by the school may not exceed a one-month supply. Controlled substances will be counted upon receipt and weekly thereafter to assure doses have been administered according to the prescription and school days attended. The school nurse will report any discrepancies to the school principal who will investigate and take appropriate corrective action. A Medication Incident Report will be completed and reported to the district school nurse supervisor. If drug diversion is suspected, Pursuant to the Guidelines for Administration and Security of Controlled Substances in School Settings, DHEC 6/96, local law enforcement authorities and the DHEC Bureau of Drug Control should be notified. Discrepancies will be documented in the student's medication record.

The school district retains the discretion to reject request for assisting students with medication.

Any unused medications should be picked up by the parent/guardian within one week of the termination of treatment or no later than the end of the last day of school. The school nurse will destroy any medication not picked up after the last day of school. When unused medication is destroyed, the disposition will be documented on the medication record. Documentation should include the prescription number, drug name, strength of the drug, the quantity, date of destruction, method of destruction, and reason for destroying the drug, and the signature of the nurse and the witness to the destruction of the drug.

### **Self-Medicating and Self-Monitoring**

The district may authorize a student to self-medicate and self-monitor medications prescribed by the healthcare provider in collaboration with the RN and parent(s).

The student granted permission to self-medicate and/or self-monitor is considered to have a special healthcare need and will require an Individual Healthcare Plan (IHP) written by the RN with input from the healthcare practitioner who prescribed the medication/treatment. The IHP will provide guidance when the student requires health monitoring and care during the school day or at school-sponsored functions.

All medication authorized to be carried by the student must be maintained in the original container labeled, according to state law and district policy and procedures, by the pharmacist who filled the prescription.

The written statement from the healthcare practitioner, the parent/legal guardian, and the student will be kept in the office of the school nurse. The permission may be revoked if the student endangers him/herself and if the medication or monitoring device is improperly used. It will remain in effect for the school year in which it is granted and must be renewed and resubmitted each school year thereafter.

Permission to self-medicate and self-monitor is only effective for the school year in which it is granted and must be resubmitted each school year thereafter.

### **Emergency Medications (Life Threatening situations)**

Medication will be routinely administered to students by the RN; however, in the event of an emergency, an unlicensed school employee trained by the RN may administer medication to students who have a history of serious allergic reaction or a health condition which may require specific medications(s) for certain life threatening circumstances.

## **Field Trips**

Parents/guardians of students who require medical attention must notify the teacher prior to a scheduled field trip. The teacher will consult with the RN to determine how to accommodate the needs of the student on the trip. Guidelines for the administration of medications on field trips will be the same as specified in the Administrative Rule. Only employees of the Consolidated School District of Aiken County will be allowed to administer medications needed on a field trip.

## **Unlicensed Assistive Personnel**

The RN may train, determine the competency, and evaluate the UAP for assisting students with medications in situations when the RN is absent or not available. Assisting with medication does not include injectable medications such as insulin or initial doses of medication due to the risk of anaphylaxis and/or other serious reactions.

Following training by the RN, unlicensed school employees may assist students with regularly scheduled medications during school, en route to and from school on district vehicles or at school sponsored functions before, during, or after school, if the RN is not available. The RN must be available via a telecommunication device to answer questions that the unlicensed school employee trained by an RN may have when assisting students with medications in the absence of the RN. The UAP must complete training for assisting students with medications annually.

~~The parent/legal guardian or emergency contact designee is requested to deliver to the school a completed district medication form and any medication; and is required to deliver controlled substances. All medication must be in the original container. All prescription medication must be in the original prescription container labeled with the following typed information.~~

- ~~Student's name~~
- ~~Name of medication~~
- ~~Time to be administered~~
- ~~Dosage~~
- ~~Strength~~
- ~~Directions for use~~
- ~~Physician's name~~
- ~~Date~~
- ~~Pharmacy name, address, phone number~~

~~If, under exceptional circumstances, the parent/legal guardian is unable to personally deliver the medication to the school, a note indicating the number of units of medication must be sent with the student and must accompany the container and the completed district medication form.~~

Non-prescriptive (over the counter) medications in the following categories are requested to be delivered to the school by the parent/legal guardian and must be accompanied by the district medication form completed by the parent/legal guardian, in the manufacturer's smallest original container available:

- analgesics — i.e. Tylenol, etc
- antihistamines/decongestants — i.e. Benedryl, Sudafed, etc.
- antitussives — i.e. Robitussin, cough drops, etc.
- antibacterial ointments — i.e. Bacitracin, etc
- antacids — i.e. Tums, Gaviseon, etc.

These will be the **only** over the counter drugs administered to students with parental permission.

Over the counter medications other than those listed in the categories above will require a physician's note.

School personnel will do the following:

- Inform the principal or his/her designee of the medication.
- Keep a record of the receipt and administration of the medication on the district form. Controlled substances will be counted upon receipt by the principal or his/her designee and weekly thereafter by the school nurse. Discrepancies in the number of units of medication must be reported to the school nurse and school principal who will investigate and take appropriate corrective action. The district health coordinator should be notified if drug diversion is suspected. Pursuant to the Guidelines for Administration and Security of Controlled Substance in School Settings, DHEC, 6/96, local law enforcement authorities and the DHEC Bureau of Drug Control should be notified if drug diversion is suspected. All discrepancies should be documented in the student's medication record.
- Keep medication in a secure, locked container or cabinet accessible only to designated authorized school personnel. When refrigeration of medication is recommended or required, medication must be segregated from food items in a securely locked container.
- Return unused medication to the parent/legal guardian or student at the principal's discretion unless instructed otherwise one week after termination of treatment or at the end of the school year. The school nurse will destroy any remaining medication. When drugs are destroyed, the school should document the disposition on the medication record. Documentation should include the prescription number, drug name and strength, the quantity, date of destruction, method of destruction, reason for destroying the drug, and signatures of the person performing the destruction and a witness.

Refilled prescription drugs must be provided in a new container, appropriately labeled. Medication may not exceed a one month supply.

Any changes in administration of a current prescription medication must be accompanied by a changed district medication form and a new label indicating the changes. A faxed or hard copy of the physician's order to change the administration of a drug may also be accepted by school

personnel. These changes may be indicated on the medication label by crossing out original and writing new orders with an indelible pen. Label changes must be initialed by designated individual who makes the change.

School personnel and employees cannot be responsible for the adequacy of prescribed medications or medical treatments recommended by physicians or related medical professionals and/or supplied by pharmacists or other sources outside the district and, therefore, will assume no responsibility for the effects of such medications or treatments upon students.

Students may be given permission to carry and self-administer their medications due to a life threatening condition. If a student with a chronic illness is permitted to self-medicate or self-monitor, the student's healthcare practitioner will provide a written statement verifying that the student has a medical condition and that the student has been instructed on the proper dosage and use and administration of the medication and/or medical device. The student will maintain the medication prescribed by the healthcare practitioner in a container appropriately labeled by the pharmacist.

The eligible student is authorized to possess medication on his/her person and to administer the medication as follows:

- in the classroom and in any area of the school or school grounds
- at a school-sponsored activity
- in transit to or from school and school-sponsored activities
- during before-school or after-school activities on school-operated property

In order for the student to be eligible to self-medicate or self-monitor the following must be met:

- Determination by the school team that the student's self-monitoring and/or self-medicating will not seriously jeopardize the safety of the student or others; that the student is knowledgeable about the medication and/or procedure; and that the student understands the school district's policy.
- A written statement from the student's healthcare practitioner who prescribed the medication or monitoring device verifying that the student has a medical condition and that the student has been instructed and demonstrates competency in self-monitoring and/or self-administration of his/her medication.
- Written authorization from the student's parent/legal guardian.
- A written individual healthcare plan developed by the school nurse with input from and the approval of the student's healthcare practitioner who prescribed the medication, the parent/legal guardian and the student (if appropriate).



- ~~Authorization from the parent/legal guardian for the school to share the student's individual healthcare plan with school staff who have a legitimate need for knowledge of the information.~~
- ~~Maintenance of the medication in a container appropriately labeled by the pharmacist who filled the prescription.~~
- ~~A signed statement from the parent/legal guardian acknowledging that the school district and its employees and agents are not liable for an injury arising from a student's self-monitoring or self-administration of medications.~~

~~The written statement from the healthcare practitioner and the parent/legal guardian will be kept in the office of the school nurse or the school administrator. The permission may be revoked if the student endangers himself/herself and if the medication or monitoring device is improperly used. It will be effective for the school year in which it is granted and must be renewed and resubmitted each school year thereafter.~~

~~A copy of this administrative rule and the policy may be provided to parent/legal guardian upon request for administration of medication.~~

Issued 7/26/76; Revised 10/26/82, 3/22/94, 5/26/94, 2/8/00, 4/23/02, 6/27/06

**The School District of Aiken County**