

ASSISTING STUDENTS WITH MEDICATIONS

Code **JLCD-R** Issued **DRAFT/17**

The needs of children who require medication during school hours to maintain and support their presence in school will be met in a safe and prudent manner. Students who need to take medication at school during the school day, en route to and from school on a district vehicle or at a school-sponsored activity before, during or after school may do the following.

- self-monitor and self-administer their own medication, in accordance with their Individual Healthcare Plan (IHP)
- have the medication administered by a registered nurse (RN) or a licensed practical nurse (LPN)

In the event that an RN or LPN is not available, an unlicensed school employee, trained by an RN, may assist students with their medications as set forth below.

Individual Health Care Plan (IHP)

The district will provide certain students having special healthcare needs an individual healthcare plan (IHP).

Students with special healthcare needs include the following.

- students with chronic health conditions requiring treatments, procedures and/or monitoring that must be performed by school personnel and that meet any of the following conditions
 - are complicated and/or lengthy
 - require several contacts with the nurse or unlicensed authorized provider (UAP) during the day
 - are needed to prevent death or disability on an emergent basis
 - are needed for students who have medically fragile health conditions
- ~~students who have been granted permission to self-medicate and/or self-monitor are also considered to have special healthcare needs and will require an IHP written by the RN. The IHP will provide guidance for meeting a student's needs for health monitoring and care during the school day or at school-sponsored functions.~~

The IHP will provide guidance for meeting a student's needs for health monitoring and care during the school day or at school-sponsored functions.

The student's IHP will contain components as required by the state department of education and will be developed with input from and approval of the following individuals.

- student's healthcare provider
- parent/legal guardian
- student, if appropriate
- school nurse or other designated school staff member

Student self-monitoring and self-administration of medication through an individual healthcare plan

By way of an eligible student's IHP, the district authorizes the student to self-monitor and self-administer medication as prescribed by a student's healthcare provider in collaboration with the

PAGE 2 - JLCD-R - ASSISTING STUDENTS WITH MEDICATIONS

school RN and parent(s)/legal guardian, unless there is sufficient evidence that unsupervised self-monitoring or self-medication would seriously jeopardize the safety of the student or others.

A monitoring device is an implement prescribed by a healthcare provider for monitoring a chronic health condition.

Medication must be prescribed by a healthcare provider and contained in the original packaging with the appropriate pharmacy label or in a secure package containing a note from the prescribing physician or pharmacist that appropriately identifies the medicine. All medication authorized to be carried by the student must be maintained in a container appropriately labeled, pursuant to state law and district policy and procedures, by the pharmacist who filled the prescription.

The district will grant permission to self-monitor and self-administer medication under the following conditions.

- Permission will be granted on a year-to-year basis provided requirements herein are met.
- Permission is effective only for the school year in which it is granted and will be reviewed each school year to establish whether the student continues to meet the requirements according to state law and district procedures and policies, and will be renewed if the requirements herein are met.

The district suggests that RNs who develop IHPs consider the following in determining whether unsupervised monitoring or administering of medication would seriously jeopardize the safety of the student or others.

- recommendations of the student's healthcare practitioner
- student's maturity level
- student's competency
- the school environment
- the type of medication or equipment involved, e.g., risk of addiction/overdose/abuse particularly in the case of controlled substances, effects of medication if taken by others, disposal procedures for bio hazardous waste
- the outcome for the student if not allowed to self-monitor or self-administer medication
- other factors on an individual basis

Students may be authorized to self-monitor and self-administer medication as prescribed by the student's healthcare provider with written authorization from the parent/legal guardian ~~for the student to self-monitor or self-administer medication~~, as well as a written statement from the student's healthcare provider verifying that the student has a medical condition and has been instructed and demonstrates competency in self-monitoring or self-medication or both.

Required authorizations from the student's parent/legal guardians and healthcare practitioner must be kept on file in the office of the school administrator or school nurse.

Receipt of the above will authorize a student to possess and administer medication while in the classroom or on school grounds, at a school-sponsored activity, in transit to and from school or school-sponsored activities or during before or after-school activities on school-operated property.

The district and its employees and agents, pursuant to state statute, are not liable for an injury arising from the student's self-administering medications and self-monitoring or use of self-monitoring devices and the parent/legal guardian will indemnify and hold harmless the district

PAGE 3 - JLCD-R - ASSISTING STUDENTS WITH MEDICATIONS

and its employees and agents against any claims arising out of the self-monitoring or self-administration of medication by the student.

The district may revoke a student's permission to self-monitor or self-administer if the student endangers him/herself or others through misuse of the monitoring device or medication.

Administering medication to students by the school nurse

Medications will be administered by the school nurse. In the absence of the school nurse, the principal or his/her designee is authorized to give medication as outlined below. The designee must be a school secretary, teacher, guidance counselor or LPN. The principal or his/her designee will keep a record of all instances when the student is assisted with medication. Only a school nurse may administer injections; ~~except~~ **however**, a student may be authorized to self-administer injections if determined appropriate consistent with district policy, this administrative rule and state law.

Prior to administering any medication, which includes prescription, herbal, homeopathic and non-prescription medications, all of the following conditions must be met.

- The parent/**legal guardian** must submit a **completed** "Permission for Medication" form **[JLCD-E(3)]** to the school nurse.
- A current signed physician's statement **[JLCD-E(2)]** will be required for all prescription medications, herbal and homeopathic medication. (~~See attached Permission for Prescription Medication~~)

Nonprescription medication also requires a parent/legal guardian signature (See attached Permission for non-prescription medication) **[see JLCD-E(6)]**.

Such requests must be updated annually or as required by the length of the prescription. Requests must include the following information.

- child's full name and date of birth
- physician's name and telephone number
- name of medication
- time(s) to be administered
- dosage
- purpose of medication
- possible side effects
- termination date for administering medication
- **medical** diagnosis

The RN responsible for the school must review and approve each request before medication may be administered.

Prescription medication may only be taken according to the instructions signed by the physician and parent/legal guardian. Over-the-counter medications may only be taken in accordance with the instructions on the container.

All medication must be properly labeled and in its original container and brought to the nurse's office immediately upon the student's arrival at school by a parent/ ~~or~~ legal guardian, unless the student keeps the medication in his/her possession pursuant to an IHP, as set forth above. Any medication found in a student's possession during the school day (other than a student who has

PAGE 4 - JLCD-R - ASSISTING STUDENTS WITH MEDICATIONS

permission to possess the medication pursuant to an IHP) will be confiscated by school personnel and the school principal will take necessary action in accordance with board policy.

At the high school level, over-the-counter medications may be brought to school and maintained by the student at the discretion of the principal in accordance with the school site regulation concerning medications.

In order for a student at the elementary and middle school level to be given over-the-counter/non-prescription medications at school, the student's parent/legal guardian must complete the district Permission for Non-Prescription Medication form [\[JLCD-E\(6\)\]](#). All over-the-counter medications are required to be administered by the school nurse in elementary and middle school. In cases of frequent request for administering over-the-counter medications, the school may request authorization from the student's healthcare provider.

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

Additional guidelines for administering medications include the following.

- Neither the district nor its personnel will be held liable in the event of adverse reactions when the medication has been given in the prescribed manner.
- **The student's parent/legal guardian** will reclaim any unused medications within one week of the termination of treatment or within one week of the last day of school. The school will destroy any unused medications after this time.
- The school district retains the discretion to reject requests for assisting students with medication.
- The RN or LPN will be responsible for the safekeeping of the medication to be administered. Medication will be kept in a locked cabinet or drawer which is accessible only by the RN, LPN, principal or principal's designee.
- The RN or LPN will communicate with parents/legal guardians and/or physicians about any problems with administering medications to students at school.
- Controlled substances as defined by [Sections 44-53-190, -210, -230, -250 and -270](#) of the South Carolina Code of Laws should be counted upon receipt and weekly thereafter to assure doses have been administered according to the prescription on the school days attended. Discrepancies in the number of units of medication should be documented to the student's medication record and reported to the school nurse and school principal, who should investigate and take appropriate corrective action. Local law enforcement authorities and the DHEC Bureau of Drug Control should be notified if drug diversion is suspected.

Emergency medications (life-threatening situations only)

Medication will be routinely administered to students by the RN or LPN; 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 medication(s) for certain life-threatening circumstances and who have written authorization and individually prescribed medication.

PAGE 5 - JLCD-R - ASSISTING STUDENTS WITH MEDICATIONS

Field studies/Overnight field studies

Parents/Legal guardians of students who will require special medical attention must notify the principal prior to a scheduled field study trip. The principal 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 study trips will be the same as specified in this ~~AR~~ **administrative rule** unless administered by the parent/legal guardian. Mini first aid kits will be provided by the RN for such trips, as appropriate.

Unlicensed school employees designated and trained by the RN may assist students with their medications when the RN or LPN is unavailable, provided they are trained as set forth below.

The RN assigned to a school or the RN supervising the clinical practice of the LPN assigned to the school in collaboration with the LPN may select, train, determine the competency of and evaluate unlicensed school employees for assisting students with medications in situations where the RN or LPN on staff at the school is absent or not available. This training will be provided through the Safe Schools program, in addition to site specific training by the RN. "Assisting with medication" does not include injectable medications such as insulin or initial doses of routinely scheduled medication due to the risks for anaphylaxis and/or other serious reactions.

The RN must provide the initial training and competency determination of unlicensed school personnel. The RN may delegate training updates that do not include procedural changes and periodic re-evaluation of an unlicensed school employee's competency to an LPN if the RN has determined and documented that the LPN is competent to perform the tasks. The RN will develop a checklist for the LPN to use during training updates and the re-evaluation process.

Training updates that include procedural changes will be treated as an initial training and therefore must be first provided by the RN.

Following training by the RN assigned to the school or the RN supervising the clinical practice of the LPN assigned to the school, unlicensed school employees trained by an RN 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 or LPN is not available. A licensed healthcare prescriber or an 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 or LPN.

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