

Administering Medication to Students

The purpose of this policy is for the Wallingford Board of Education (Board) to determine who shall administer medications in a school and the circumstances under which self-administration of medication by students shall be permitted.

The Board of Education allows students to self-administer medication and school personnel to administer medication to students in accordance with the established procedures, and applicable state regulations, sections 10-212a-1 through 10-212a-10 inclusive. In order to provide immunity afforded to school personnel who administer medication, the Board of Education, with the advice and approval of the School Medical Advisor and the school nurse supervisor, shall review and/or revise this policy and regulation biennially concerning the administration of medications to District students by a nurse, or in the absence of a nurse, by qualified personnel for schools. The District's School Medical Advisor (or other qualified physician) shall approve this policy, its regulations and any changes prior to adoption by the Board.

Definitions

Administration of medication means any one of the following activities: handling, storing, preparing or pouring of medication; conveying it to the student according to the medication order; observing the student inhale, apply, swallow, or self-inject the medication, when applicable; documenting that the medication was administered; and counting remaining doses to verify proper administration and use of the medication.

Advanced Practice registered nurse means an individual licensed pursuant to Conn. Gen. Stat. 20-94a

Authorized prescriber means a physician, dentist, optometrist, advanced practice registered nurse or physician assistant and for interscholastic and intramural athletic events only, a podiatrist.

Before and after school program means any child care program operated and administered by a local or regional Board of Education or municipality exempt from licensure by the Department of Public Health. Such programs shall not include public or private entities licensed by the Department of Public Health or Board of Education enhancement programs and extra-curricular activities.

Board of Education means a local or regional Board of Education, a regional educational service center, a unified school district, the regional vocational-technical school system, an approved private special education facility, the Gilbert School, the Norwich Free Academy, Woodstock Academy or a non-public school whose students receive services pursuant to Section 10-217a of the Connecticut General Statutes.

Cartridge injector means an automatic prefilled cartridge injector or similar automatic injectable equipment used to deliver epinephrine in a standard dose for emergency first aid response to allergic reaction.

Controlled drugs means those drugs as defined in Connecticut General Statutes Section 21a-240.

Cumulative health record means the cumulative health record of a student mandated by Connecticut General Statutes Section 10-206.

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Definitions (continued)

Director means the person responsible for the operation and administration of any school readiness program or before- and after-school program.

Error means:

- (1) the failure to do any of the following as ordered:
 - (a) administer a medication to a student;
 - (b) administer medication within the time designated by the prescribing physician;
 - (c) administer the specific medication prescribed for a student;
 - (d) administer the correct dosage of medication;
 - (e) administer medication by the proper route; and/or
 - (f) administer the medication according to generally accepted standards of practice; or
- (2) the administration of medication to a student which is not ordered by an authorized prescriber, or which is not authorized in writing by the parent or guardian of such student.

Extracurricular activities means activities sponsored by local or regional Boards of Education that occur outside of the school day, are not part of the educational program, and do not meet the definition of before-and after-school programs and school readiness programs.

Guardian means one who has the authority and obligations of guardianship of the person of a minor, and includes: (1) the obligation of care and control; and (2) the authority to make major decisions affecting the minor's welfare, including, but not limited to, consent determinations regarding marriage, enlistment in the armed forces and major medical, psychiatric or surgical treatment.

Intramural athletic events means tryouts, competition, practice, drills, and transportation to and from events that are within the bounds of a school district for the purpose of providing an opportunity for students to participate in physical activities and athletic contests that extend beyond the scope of the physical education program.

Interscholastic athletic events means events between or among schools for the purpose of providing an opportunity for students to participate in competitive contests which are highly organized and extend beyond the scope of intramural programs and includes tryouts, competition, practice, drills, and transportation to and from such events.

Investigational drug means any medication with an approved investigational new drug (IND) application on file with the Food and Drug Administration (FDA), which is being scientifically tested and clinically evaluated to determine its efficacy, safety and side effects and which has not yet received FDA approval.

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Licensed athletic trainer means a licensed athletic trainer employed by the school district pursuant to Chapter 375a of the Connecticut General Statutes.

Medication means any medicinal preparation including over-the-counter, prescription and controlled drugs, as defined in Connecticut General Statutes Section 21a-240. This definition includes Aspirin, Ibuprofen or Aspirin substitutes containing Acetaminophen.

Medication emergency means a life-threatening reaction of a student to a medication.

Medication plan means a documented plan established by the school nurse in conjunction with the parent and student regarding the administration of medication in school. Such plan may be a stand-alone plan, part of an individualized health care plan, an emergency care plan or a medication administration form.

Medication order means the written direction 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 dose of the medication, the start and termination dates not to exceed a 12-month period, and the written signature of prescriber.

Nurse means an advanced practice registered nurse, a registered nurse or a practical nurse licensed in Connecticut in accordance with Chapter 378 of the Connecticut General Statutes.

Occupational therapist means an occupational therapist employed full time by the local or regional board of education and licensed in Connecticut pursuant to Chapter 376 of the Connecticut General Statutes.

Paraprofessional means a health care aide or assistant or an instructional aide or assistant employed by the local or regional Board of Education who meets the requirements of such Board for employment as a health care aide or assistant or instructional aide or assistant.

Physical therapist means a physical therapist employed full time by the local or regional Board of Education and licensed in Connecticut pursuant to Chapter 376 of the Connecticut General Statutes.

Physician means a doctor of medicine or osteopathy licensed to practice medicine in Connecticut pursuant to Chapters 370 and 371 of the Connecticut General Statutes, or licensed to practice medicine in another state.

Principal means the administrator in the school.

Qualified medical professional as defined in C.G. S. 10-212a, means a physician licensed under Chapter 370, an optometrist licensed to practice optometry under Chapter 380, an advanced practice registered nurse licensed to prescribe in accordance with Section 20-94a or a physician assistant licensed to prescribe in accordance with Section 20-12d.

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Qualified personnel for schools means (a) a full-time employee who meets the local or regional board of education requirements as a principal, teacher, occupational therapist, or physical therapist and has been trained in the administration of medication in accordance with state regulations; a coach or licensed athletic trainer who has been trained in the administration of medication pursuant to state regulations; or a paraprofessional who has been trained in the administration of medication pursuant to state regulations. For school readiness programs and before- and- after school programs, Directors or Director's designees, lead teachers, and school administrators who have been trained in the administration of medication may administer medications pursuant to Section 10-212a-10 of the State regulations.

Qualified school employee, as defined in C.G.S. 10-212a, means a principal, teacher, licensed athletic trainer, licensed occupational or physical therapist employed by a school district, coach or school paraprofessional.

Research or study medications mean FDA approved medications being administered according to an approved study protocol. A copy of the study protocol shall be provided to the school nurse along with the name of the medication to be administered and the acceptable range of dose of such medication to be administered.

School means any educational facility or program which is under the jurisdiction of the Board excluding extracurricular activities.

School Medical Advisor means a physician appointed pursuant to C.G.S. 10-205.

School nurse means a nurse appointed in accordance with Connecticut General Statutes Section 10-212.

School nurse supervisor means the nurse designated by the local or regional Board of Education as the supervisor or, if no designation has been made by the Board, the lead or coordinating nurse assigned by the Board.

Self-administration of medication means the control of the medication by the student at all times and is self-managed by the student according to the individual medication plan.

Supervision means the overseeing of the process of the administration of medication in a school.

Teacher means a person employed full time by a Board of Education who has met the minimum standards as established by that Board for performance as a teacher and has been approved by the School Medical Advisor and school nurse to be designated to administer medications pursuant to the Regulations of Connecticut State Agencies Sections 10-212a- 1 through 10-212a- 7.

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General Policies on Medication to Students

Self-Testing - Glucose Level Testing and Administration of Glucagon

A child with diabetes may test his/her own blood glucose level per the written order of a physician or advanced practice nurse stating the need and the capacity of such child to conduct self-testing. The Board will request written acknowledgement from the parent/guardian, and have the school nurse approve the student's ability to test his/her blood glucose independently, but may not deny the student's right to test if the school has the written order from the physician and written permission of the parent or guardian. Such self-testing shall be pursuant to guidelines promulgated by the Commissioner of Education.

The school nurse or principal shall select, and a school nurse shall provide general supervision to, a qualified school employee to, under certain conditions, administer medication with injectable equipment used to administer glucagon to a student with diabetes who may require prompt treatment to protect him/her from serious harm or death. The nurse or principal must have the written authority from the student's parent/guardian and a written order from the student's physician licensed under chapter 370 of the Connecticut General Statutes. The authorization shall be limited to situations when the school nurse is absent or unavailable. No qualified school employee shall administer this medication unless he/she has annually completed any training required by the school nurse and school medical advisor in the administration of medication with injectable equipment used to administer glucagon; the school nurse and school medical advisor, if any, have attested, in writing, that such qualified school employee has completed such training; and the school nurse and school medical advisor, if any, attest that the qualified school employee voluntarily agrees to serve as a qualified school employee. The injections are to be given through an injector or injectable equipment used to deliver an appropriate dose of glucagon as an emergency first aid response to diabetes.

Administration of Antiepileptic Medication

Under specified conditions, school nurse and a school medical advisor, if any, will select, and a school nurse will provide general supervision to, a qualified school employee to administer antiepileptic medication to a specific student with a medically diagnosed epileptic condition that requires prompt treatment in accordance with the student's medication plan and seizure action plan. The school nurse and school medical advisor, if any, must have the written authorization of a student's parent or guardian and the administration of the medication must be pursuant to the written order of a physician licensed under Chapter 370 of the General Statutes. The authorization will be limited to situations when the school nurse is absent or unavailable. Administration of antiepileptic medication includes by rectal syringe.

No qualified school employee may administer antiepileptic medication unless the qualified school employee annually completes the training program developed by the Department of Education in consultation with the School Nurse Advisor Council as described in the General Statutes at 10-212a(f)(2); the school nurse and school medical advisor, if any, have attested in writing that the qualified school employee has completed the training; the qualified school employee receives monthly reviews by the school nurse to confirm the qualified school employee's competency to administer antiepileptic medication; and the qualified school employee voluntarily agrees to serve as a qualified school employee.

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Self-Administration

A child diagnosed with asthma or an allergic condition, pursuant to State Board of Education regulations, may carry an inhaler or a cartridge injector or similar device in the school at all times if he/she is under the care of a physician, physician assistant, or advanced practice registered nurse (APRN) and such practitioner certifies in writing to the Board of Education that the student needs to keep an asthmatic inhaler or cartridge injector at all times to ensure prompt treatment of the child's asthma or allergic condition and protect the child against serious harm or death. A written authorization of the parent/guardian is also required.

Administration by Qualified Personnel for Schools

A school nurse may administer medication to any student pursuant to the written order of an authorized prescriber (physician, dentist, optometrist, an advanced practice registered nurse, or a physician assistant and for interscholastic and intramural athletic events only, a podiatrist) and the written authorization of a parent or guardian of such child or eligible student and the written permission of the parent/guardian for the exchange of information between the prescriber and the school nurse necessary to ensure the safe administration of such medication.

Except for administration of epinephrine cartridge injectors as emergency first aid as provided in this policy, in the absence of a school nurse, any other nurse licensed pursuant to the provision of Chapter 378, or the principal, any teacher, licensed athletic trainer, licensed physical or occupational therapist employed by a school district, or coach of intramural and interscholastic athletics of a school, provided such individual meets the definition of qualified personnel for schools and has been properly trained to administer medications, may administer medication to a student pursuant to the written order of an authorized prescriber and the written authorization of the parent or guardian of the student. Such individuals administering medication must be approved by the School Medical Advisor. The administration of medication shall be under the general supervision of a school nurse.

Except for administration of epinephrine cartridge injectors as emergency first aid as provided in this policy, medication with a cartridge injector may be administered by qualified personnel for schools only to a student with a medically diagnosed allergic condition which may require prompt treatment to protect the student against serious harm or death. Qualified personnel for schools, as defined, may administer oral, topical, intranasal, or inhalant medication in the absence of a licensed nurse. Investigational drugs or research or study medications may not be administered by qualified personnel for schools. In compliance with all applicable state statutes and regulations, parents/guardians may administer medications to their own children on school grounds.

Administration of Medication by Paraprofessionals

Except for administration of epinephrine cartridge injectors as emergency first aid as provided in this policy, a specific paraprofessional who has been trained in the administration of medication in accordance with the state regulations, through a medication plan approved by a school nurse supervisor and School Medical Advisor, may administer medications including medications administered with a cartridge injector, to a specific student with a medically diagnosed allergic

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Administration of Medication by Paraprofessionals (continued)

condition that may require prompt treatment in order to protect the student against serious harm or death pursuant to Section 10-212a-9 of the Regulations of Connecticut State Agencies and as described in the administrative regulations. The approved medication plan also requires the written authorization of the student's parent/guardian and pursuant to the written order from the student's authorized prescriber licensed to prescribe medication.

Administration of Medication by Coaches and Licensed Athletic Trainers during Intramural and Interscholastic Events

Except for administration of epinephrine cartridge injectors as emergency first aid as provided in this policy, coaches and licensed athletic trainers, who have been trained in the administration of medication in accordance with state regulations, during intramural and interscholastic events may administer medications pursuant to Section 10-212a-9 of the Regulations of Connecticut State Agencies and as described in this policy and in the administrative regulations of this policy.

During intramural and interscholastic athletic events, a coach or licensed athletic trainer who has been trained in the general principles of medication administration applicable to receiving, storing, and assisting with inhalant medications or cartridge injector medications and documentation, may administer medication for select students for whom self-administration plans are not viable options as determined by the school nurse. The medication which may be administered is limited to (1) inhalant medications prescribed to treat respiratory conditions and (2) medication administered with a cartridge injector for students with a medically diagnosed allergic condition which may require prompt treatment to protect the student against serious harm or death.

The school nurse is responsible for the student's individualized medication plan and shall provide the coach with a copy of the authorized prescriber's order and the parental/guardian permission form. Parents are responsible for providing the medication, such as the inhaler or cartridge injector, to the coach or licensed athletic trainer, which shall be kept separate from the medication stored in the school health office during the school day.

The school nurse is responsible for the student's medication plan and shall provide the coach with a copy of the authorized prescriber's order and the parental/guardian permission form. Parents are responsible for providing the medication, such as the inhaler or cartridge injector, to the coach or licensed athletic trainer, which shall be kept separate from the medication stored in the school health office during the school day.

Medications to be used in athletic events shall be stored in containers for the exclusive use of holding medications; in locations that preserve the integrity of the medication; under the general supervision of the coach or licensed athletic trainer trained in the administration of medication; and in a locked secure cabinet when not in use at athletic events.

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Administration of Medication by Coaches and Licensed Athletic Trainers during Intramural and Interscholastic Events (continued)

The agreement of the coach or licensed athletic trainer is necessary for administration of emergency medication and implementation of the medication plan.

Coaches and athletic trainers are required to fulfill the documentation requirements as outlined in the administrative regulations accompanying this policy. Errors in the administration of medication shall be addressed as specified in Section 10-212a-6 of the Regulations of Connecticut State Agencies, and detailed in the administrative regulations pertaining to this policy. If the school nurse is not available, a report may be submitted by the coach or licensed athletic trainer to the school nurse on the next school day.

Emergency Administration of Epinephrine Cartridge Injectors as Emergency First Aid to Students Who Do Not Have Prior Written Authorization

The school nurse or, in the absence or unavailability of such school nurse, a trained qualified school employee may administer an epinephrine cartridge injector as emergency first aid 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. Such administration of epinephrine cartridge injectors as emergency first aid must be in accordance with the Board's policies and procedures.

A school nurse or, in the absence of a school nurse, a trained "qualified school employee" shall maintain epinephrine in cartridge injectors for the purpose of emergency first aid to students who experience allergic reactions who were not previously known to have serious allergies and therefore do not have a prior written authorization of a parent/guardian or a prior written order of a qualified medical professional for the administration of epinephrine. Each school must maintain a store of epinephrine cartridge injectors for such emergency use. Handling, storage, and disposal of epinephrine maintained for the purposes of emergency first aid will be in accordance with Board policies and regulations for the administration of medication.

The school nurse or school principal shall select qualified school employees to be trained to administer epinephrine as emergency first aid. The selected qualified school employees must voluntarily agree to complete the required training and to administer epinephrine cartridge injectors as emergency first aid to students who do not have a prior written parent or guardian authorization or a prior written medical order. The school nurse supervisor will determine on an annual basis the level of nursing services needed in each District school. There shall be at least one such trained qualified school employee on the grounds of each District school during regular school hours in the absence of the school nurse.

Note: This requirement pertains only during regular school hours and does not include after-school activities.

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Emergency Administration of Epinephrine Cartridge Injectors as Emergency First Aid to Students Who Do Not Have Prior Written Authorization (continued)

In order to be permitted to administer epinephrine cartridge injectors as emergency first aid to students who do not have a prior written parent or guardian authorization or a prior written medical order, selected qualified school employees must annually complete the required training program developed by the Departments of Education and Public Health as described in Conn. Gen. Stat. §10-212a, and training in cardiopulmonary resuscitation (CPR) and first aid.

The parent or guardian of a student may submit, in writing, to the school nurse and School Medical Advisor, if any, a notice that epinephrine permitted by statute will not be administered to his/her child. This notice will be valid for one school year if provided prior to the start of a school year, or the remainder of the school year in which the notice is provided. The school district will annually notify parents and guardians of the need to provide such written notice.

Trained qualified school employees who will administer epinephrine cartridge injectors as emergency first aid to students who do not have a prior written parent or guardian authorization or a prior medical order will be notified of the students whose parents have refused the emergency administration of epinephrine by written notice as described above. The trained qualified school employees will be notified by the school nurse.

In the event that the school nurse is absent or unavailable and therefore trained qualified school employees will be responsible for the administration of epinephrine as emergency first aid to students without prior written parent or guardian authorization or a prior written medical order, this will be communicated to trained qualified school employees and other staff. This will be communicated by the school administrator when notified by the school nurse supervisor or the school nurse supervisor designee.

The Board will provide forms for the documentation of administration of epinephrine cartridge injectors as emergency first aid. Emergency administration of an epinephrine cartridge injector will be reported immediately to the school nurse and to student's parent or guardian. An administration of medication record will be maintained and submitted to the school nurse at the earliest possible time, but no later than the next school day, and filed or summarized on the student's cumulative health record in accordance with Board policy.

Medication errors will be reported immediately to the school nurse, the school nurse supervisor or the school medical advisor, and the student's parent or guardian. Documentation of a medication error will be submitted to the school nurse at the earliest possible time, but no later than the next school day, and filed or summarized on the student's cumulative health record in accordance with Board policy.

Each District school shall fulfill all conditions and procedures promulgated in the regulations established by the State Board of Education for the storage and administration of epinephrine by school personnel to students for the purpose of emergency first aid to students who experience allergic reaction and do not have prior written authorization for epinephrine administration.

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(cf. 4112.5/4212.5 - Security Check/Fingerprinting)

(cf. 5141 - Student Health Services)

(cf. 5141.23 - Students with Special Health Care Needs)

Legal Reference: Connecticut General Statutes

10-206 Health Assessment

10-212 School nurses and nurse practitioners. Administration of medications by parents or guardians on school grounds. Criminal history; records check.

10-212a Administration of medications in schools. (as amended by PA 99-2, and June Special Session and PA 03-211, PA 04-181, PA 07-241, PA 07-252, and PA 09-155 and PA 14-176)

19a-900 Use of cartridge injector by staff member of before- or after-school program, day camp or day care facility.

21a-240 Definitions

29-17a Criminal history checks. Procedure. Fees.

52-557b Immunity from liability for emergency medical assistance first aid or medication by injection. School personnel not required to administer or render. (as amended by PA 05-144, An Act Concerning the Emergency Use of Cartridge Injectors)

Connecticut Regulations of State Agencies 10-212a-1 through 10-212a-10, inclusive

Code of Federal Regulations: Title 21 Part 1307.2

20-12d Medical functions performed by physician assistants. Prescription authority.

20-94a Licensure as advanced practice registered nurse.

PA 07-241 An Act Concerning Minor Changes to the Education Statutes

29-17a Criminal history checks. Procedure. Fees.

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