

## **ADMINISTERING MEDICINES TO STUDENTS POLICY**

The Board of Education (“Board”) of the Virtual Preparatory Academy of Oklahoma (“School”) adopts this policy regarding the administration of medicines to students.

### Authorization

Medication and relevant equipment must be delivered to the School in person by the parent/guardian of the student, or the parent’s/guardian’s designated adult, unless the medication must be retained by the student for immediate administration. See the Self- Administration of Medication section of these regulations. The medication must be accompanied by the parent’s/guardian’s written authorization. The authorization must include:

- Purpose of the medication.
- Time to be administered.
- Whether the medication must be retained by the student for self-administration.
- The termination date for administering the medication.
- Side effects to be observed, if any, the management of such effects and student allergies to food and/or medicine.
- The Emergency Instructions form, as appropriate.
- Other appropriate information such as the prescribing physician's signature and instructions requested by the school nurse, school administration or other designated school employees.

Special equipment items must also be identified by the student's name and grade. All such items will be restricted to use by the identified student. The equipment must also be listed on the authorization form following the same guidelines.

The parent/guardian must complete a new authorization form for each change of medication. The parent/guardian must renew the authorization form every school year.

If a student brings medication to the School without a properly completed authorization form and any other necessary forms and requests the nurse or other designated employees to administer the medication, the School will inform the parent/guardian of the Board’s policy and its inability to administer the medication. The parent/guardian may, however, come to the School and dispense the student's medication.

### Records Retention

A copy of the completed authorization form will be placed on file and will be treated as a part of the student’s health record. All health records and forms will be maintained for a minimum of three years after the student has graduated from high school or reaches the age of 21, whichever occurs first, and then destroyed. If a student withdraws from the School, a copy of the health records and forms will be maintained as stated in this section or as required by law.

## **ADMINISTERING MEDICINES TO STUDENTS POLICY** **(CONTINUED)**

### Training

Designated School employees will be formally trained to administer medication. Training updates will be given throughout the year, as needed. Only those persons who successfully complete the training will be authorized to give medication. A current list of those authorized to give medication will be kept by the School administration office.

### Medication Records Forms

The medication notebook(s) must contain:

- All student medication record forms for the current school year.
- Legal custodian/physician permission forms.

These notebooks will be kept with or near the medication to be dispensed and will be available for review by appropriate School administrators and designated employees. If a student is noted to exhibit questionable behavior or to raise staff concerns over the taking of medication or questionable drug substance, School authorities will contact parent/guardian to address concerns.

### Self-Administration of Medication by Students

Students able to self-administer specific medications (inhalers, etc.) may do so provided such medication and special equipment are transported and maintained under the student's control under the following conditions:

- A licensed physician or dentist treating the student must provide a written statement that the student has a particular medical condition (asthma, etc.), is capable of and has been instructed in the proper method of self-administration of medication.
- The parent/guardian has completed a written authorization for self-administration of medication and the "Contract for Exception" completed.
- An Individualized Health Plan (IHP) will be developed. The parent/guardian, principal or designee, nurse, student, teacher(s) and other designated staff, as appropriate, will meet to develop the plan. Attendance by the student's physician is optional. It is the parent's/guardian's responsibility to contact the physician and have the physician complete and sign the required section of the IHP before the conference. Termination of the IHP by the parent/guardian and prescribing physician must be by written notice. Otherwise, the IHP will be terminated when the student changes districts or at the close of the school year, whichever occurs first. IHPs must be updated and/or rewritten annually. The original IHP will be maintained by the School. The IHP will be considered part of the student's health records. Only officially designated employees will be allowed to access it. The parent/guardian may pick up a copy of the IHP from the School. Any amendments to the IHP must be in writing. Any changes in the medical regimen must be in writing and signed by the student's attending physician.

• **ADMINISTERING MEDICINES TO STUDENTS POLICY**  
**(CONTINUED)**

- Parents/guardians electing to have the student self-medicate accept that the School, its agents and employees shall incur no liability for any adverse reaction or injury suffered by the student as a result of the self-administration of medication and/or using the specialized equipment.
- If the parent/guardian legal custodian and physician authorize self-medication, the School is not responsible for safeguarding the student's medications or specialized equipment, such as asthma inhalers.
- Before self-administration, students should demonstrate to the designated school administrator that they know how to use it. For students untrained in the usage or who are having difficulty, the parent's/guardian's permission will be sought to have the student attend educational sessions without interfering with the educational process. The parent/guardian may elect to waive either the student demonstrations and/or the educational sessions by signing a waiver. In addition, the parent's/guardian's failure to sign the permission form will be deemed a waiver. However, the parent/guardian may request the demonstration and/or educational sessions at any time, in writing. If the parent/guardian waives the demonstration and/or educational sessions, the parent/guardian is assuming the risk that the student may be self-administering improperly.
- Students who self-medicate are prohibited from sharing or playing with their medication or special equipment, i.e., inhalers, etc. If a student engages in these activities, the parent/guardian will be contacted in writing and a conference with the parent/guardian, student, nurse, and other appropriate persons will be scheduled. Responsible behavior, as mutually agreed upon by the participants, will be required over a two-week probationary period before self-management privileges are restored. The IHP will be updated to reflect the conference and required behaviors. The parent/guardian may waive the conference and probation period by signing a waiver. A parent/guardian who fails to attend the conference will be deemed to have waived the development and implementation of the responsible behavior plan and probation period. In this event, the parent/guardian is assuming the risk of the student's behavior.
- Students will not be allowed to self-administer:
  - Narcotics.
  - Prescription pain killers.
  - Ritalin.
  - Others that may be designated by the School or prohibited by State law.
- Students may self-administer injectables according to physician's directives and School policies and regulations.
- The School strongly recommends students wear a medic alert (or similar identification) bracelet or necklace.
- The parent/guardian will provide an emergency supply of the student's inhaled asthma medication to be administered by school personnel according to State law.

## ADMINISTERING MEDICINES TO STUDENTS POLICY (CONTINUED)

### Nonprescription Medications Administration

Non-prescription medication will only be administered with written authorization (see authorization form) of the parent/guardian when other activities such as rest or changing activities are inappropriate or ineffective. School personnel will not administer any nonprescription medication, including but not limited to aspirin, without the consent of the parent/guardian. The medication will be administered in accordance with label directions or written instructions from the student's physician. The medication must be in the original container indicating:

- Student's name.
- The ingredients.
- Expiration date.
- Dosage & frequency.
- Administration route, i.e., orally, drops, etc.
- Other directions as appropriate.

Aspirin (acetylsalicylic acid) and products containing salicylic acid will only be administered with written permission and the written instructions of the student's physician. It is the responsibility of the parent/guardian to maintain the supply. The amount received by the School will be based upon storage capacity. Storage capacity will be determined by medication storage needs of all students.

### Prescription Medications Administrations

Prescription medications will be administered as follows:

- The medication will only be administered with written authorization and instructions. (See the authorization form)
- The medication must be in the original container that indicates:
  - Student's name.
  - Name and strength of medication and expiration date.
  - Dosage and directions for administration.
  - Name of the licensed physician or dentist.
  - Date, name, address, and phone number of the pharmacy.
- It is the responsibility of the parent/guardian to maintain the supply. The amount received by the School will be based upon storage capacity. Storage capacity will be determined by medication storage needs of all students.

### Field Trips

School staff members administering medications during a field trip/outdoor education experience shall follow the applicable sections of these regulations. If the student is self-administering medication, the section on the parent's/guardian's permission form must be completed and the "Self-Administration of Medication by Students" section of these regulations must be followed.

## **ADMINISTERING MEDICINES TO STUDENTS POLICY** **(CONTINUED)**

### Emergency Administration of Medication

Parents/guardians requesting emergency medication administration to a student will be required to complete an "Emergency Authorization to Administer Medication" form at the beginning of each school year. The form lists prescription and nonprescription medications, physician orders for emergency situations and medically diagnosed allergic condition(s) requiring prompt treatment to protect the student from harm or death. The parent's/guardian's failure to complete and return the form with the required information and signatures will result in emergency interventions of this type being unavailable. Routine emergency services, i.e., CPR, first aid, ambulance service and notification of the parent/guardian will be implemented as appropriate.

In case of an anaphylactic reaction or the risk of such reaction, a school nurse may administer emergency medications, which may include injectables, to the student on the School grounds, in the School building or at a School function according to the standing order of the student's physician or the School's medical consultant. However, unlicensed assistive personnel or designated employees may only administer medications that are noninvasive, with the exception of insulin for diabetic students, under the same conditions, having successfully completed medication training for insulin administration, and the State Department of Health approved Diabetes Training or other approved entities. In all situations, state law will determine the type of interventions possible.

When medications are given in an emergency, the parent/guardian will be notified, when feasible. Other appropriate personnel will also be notified. The recording and documentation of emergency medications administration will be completed in compliance with the applicable sections of these regulations.

### Handling and Storage of Medications

All medication, except those approved for keeping by students for self-medication, must be delivered by the parent/guardian or the parent's/guardian's adult designee to the designated School location. The School nurse or other designated employees must:

- Examine any new medication to ensure it meets the requirements of these regulations and verify that the appropriate forms have been completed.
- Record on the medication record the date the medication was delivered, by whom, with the relationship to the student identified, and the amount of medication received.
- Store medication requiring refrigeration at the appropriate temperature.
- Keep all medication, except those approved for keeping by student self-medication, in a designated locked container, cabinet or closet used exclusively for storage. Controlled substances must be stored in an area in the medication cabinet separated from other drugs and substances, locked, and secured at all times.
- Be notified within 24 hours of receipt. When possible, the initial dose of the medication should be administered by the school nurse or health assistant.

## **ADMINISTERING MEDICINES TO STUDENTS POLICY** **(CONTINUED)**

Access to all stored medications shall be limited to persons authorized to administer medications. The School shall maintain a current list of those persons authorized to administer medications. Only the School nurse, health assistant and persons authorized to administer medications will have access to the keys for the locked cabinets.

The amount received by the School will be based upon storage capacity. Storage capacity will be determined by medication storage needs of all students.

### **Documentation and Recordkeeping**

Recordkeeping of the administration of medication shall be entered on the medication record. The record, along with the authorization form and other applicable medication forms, will become a part of the student's health record. Each dose of medication shall be documented in the student's individual medication record. Documentation will include:

- Date, time, dosage, route of administration.
- Effectiveness, side effects (if any).
- Signature and title of the person administering the medication.
- Reason the medication was not administered as ordered, if applicable.

Documentation of effects for long-term medications will be summarized, as needed, by the School nurse, or designee. If an error is made in recording, a single line should be marked through the error and initialed. The cause of the error should be clearly identified. An error in the administration of medication must be immediately reported to the School nurse, or designee, with documentation of who reported (name, title), date and time. The School nurse, or designee, will initiate appropriate action, complete the medication incident report, and document the health record as indicated. The school nurse, or designee, will immediately advise the parent/guardian, principal, and Superintendent.

Records of any and all controlled substances shall be entered with the following additions:

- After each dose is administered, the remaining amount of the controlled drug must be counted and recorded on the medication record.
- A true copy or carbon of the forms will be retained by the school for three years after high school graduation or student's attainment of age 21, whichever occurs first. The original will be filed in the student's permanent health record.
- Any loss, theft, or destruction of controlled substances will be reported immediately, upon discovery, to the Principal and Superintendent. The Superintendent will inform the appropriate persons according to State Law.

The school nurse, or designee, will perform a monthly review of all documentation pertaining to the administration of students' medication.

**ADMINISTERING MEDICINES TO STUDENTS POLICY**  
**(CONTINUED)**

Destruction of Medication

Medication that is not reclaimed by the parent/guardian by the last official day of the school year or reclaimed within seven days of being discontinued by the prescribing physician will be destroyed by the School nurse, or designee, in the presence of a witness (i.e. principal, designated employee, Superintendent) as follows:

- Medication will be destroyed in a nonrecoverable fashion.
  - Liquid medication, pills or tablets will be destroyed according to School policy. The school nurse, or designee, must contact the Superintendent for the current approved method of destruction.
- The following information will be charted on the student's health card and signed by the school nurse, or designee, and witness:
  - Date of destruction.
  - Time of destruction.
  - Name, strength, form, and quantity of medication destroyed.
  - Manner of destruction of medication.
  - Any and all controlled substances will be destroyed according to State Law.

Discontinuing Medication

The School nurse, or designee, will advise the Principal and Superintendent when discontinuing medication is appropriate and of the attempts to inform the parent/guardian before mailing a discontinuance letter. Legitimate reasons for discontinuing administration of medication include but are not limited to:

- A legitimate lack of space or facility to adequately store specific medication.
- Lack of cooperation with the student, parent/guardian and/or prescribing doctor and the School.
- An unexpected and/or adverse medical reaction at School (mood change, allergic reaction, etc.), considered to be detrimental to the health and well-being of the student and not in keeping with sound medical practice.
- Any apparent change in the medication's appearance, odor, or other characteristics, such that the School questions the quality of the medication.
- The medication expiration date has passed.

**ADOPTED:** \_\_\_\_\_

**LEGAL REFERENCES: 70 O.S., SEC.1-116.2; 70 O.S., SEC. 1.116.3; 70 O.S., SEC 10-170.1**