

MATANUSKA SUSITNA BOROUGH SCHOOL DISTRICT

HEALTH SERVICES SCHOOL NURSE MANUAL

SECTION IV

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MEDICATION ADMINISTRATION

PURPOSE:

To assist parents and support students while preventing unnecessary school absences by providing a consistent policy for the safe administration of required medication to students during school hours and/ or during school activities after school hours. To enhance overall health and stabilize their medical condition while promoting and supporting their academic achievement.

A. HEALTH SERVICES POLICY

Medication necessary to maintain or improve health for student participation in school, may be administered upon written request of the student's parent/guardian and an Alaska licensed health care provider with prescriptive authority* and after ensuring all criteria of documentation and authorization are met. The school nurse or a designated and trained school employee monitored by the school nurse may administer required and approved medications to students during school hours and/ or during school activities after school hours.

* Health professionals with prescriptive authority include:

- Physicians, MD or DO (Doctor of Osteopathy)
- Podiatrists, DPM
- Dentists, DDS or DMD
- Advanced Nurse Practitioner
- Physician Assistant who has a collaborative practice plan with a physician
- Optometrist OD

The MSBSD recognizes that some students have allergies or asthma of such severity that they may require an emergency anaphylactic injection or asthma rescue medication during the school day and/ or during school activities. A student may be permitted to carry medication that has been prescribed by a physician to stay on or with the student and self-administer due to a pressing medical need upon written authorization of the parent/guardian and health care provider. Written authorization must be submitted annually.

Requirements:

Prescription medication: *(medication requiring a prescription from a health care provider with prescriptive authority that will be in a pharmacy or clinic labeled container.)*

Before a school nurse or designated and trained employee administers any prescribed medication required to be given during school hours and/ or during school activities to any student, the district shall have received:

1. Medication Authorization Form or Action Plan completed signed and on file.

- Long Term Medication Authorization (MSBSD Health Form 106) – Any prescription medication given for more than two (2) weeks, must be completed and signed by the health care provider and the parent/guardian.
- Short Term Medication Authorization (MSBSD Health Form 107) – Any prescription medication given for two (2) weeks or less that is time sensitive and must be given during school hours, only requires the parent/guardian signature. Instructions for administration per parent must match the instructions on the properly labeled original prescription container.
- Action Plans and Individual Health Plan (IHP) including PRN medication administration: Asthma Action Plan ([Health Form 101 A&B](#)), Allergy/Anaphylaxis Action Plan ([Health Form 102 A&B](#)), Diabetic Care Plans (Health Form 104-105 A-D), Seizure Action Plan ([Health Form 607 A&B and 608](#)).

2. The medication to be administered, delivered to the school by the parent/guardian or his/her adult representative in the appropriately labeled original pharmacy container containing the pharmacy name and telephone number, the ordering physician's name, student's name, medication's name, and dosage with specific directions for taking the medication.

Note: The school nurse cannot pour the medications from the pharmacy container into another container. Doing this is legally considered dispensing medications and by law can only be done by a licensed pharmacist or physician.

Over the counter non-prescription medication (*medication that can be purchased without a prescription and is not in a pharmacy labeled container.*)

The school nurse will assist the parent/guardian by administering approved non-prescription medication (OTC) for a short time providing parental authorization has been obtained either through MSBSD [Health Form 107](#), [110](#) or authorized through the online registration process.

Dosing for approved non-prescription medication will not exceed the manufacturer's instructions found on the original container (See list of approved non-prescription medications in MSBSD nursing manual Section II).

All other non-prescription medications must be authorized in writing by an Alaska licensed health care provider with prescriptive authority.

All medications must be FDA approved and regulated and delivered to the school by the parent/guardian or his/her adult representative in the original, non-expired container with a manufacturer's label identifying the medication, dosage schedule and the student's name.

The school nurse, after consulting with the director who supervises health services, the health care provider, and the medical advisor, may deny a request for administration of a medication if it cannot be reasonably administered or if it is advised by the medical advisor that the risk of the medication is such that it should not be administered at school. Parent contact should be made immediately to afford the parent the opportunity to make other arrangements before the next dose is due.

Note: Requests that allergy treatment injections be given at school should be denied since these require close monitoring after the injection for anaphylaxis and should be administered under the supervision of the health care providers.

The primary responsibility of medication administration lies with the assigned school nurse. In the absence of the school nurse, the building principal is responsible for designating and delegating a school staff member to administer medications needed during school hours. The school nurse's role is to train and delegate medication administration to designated school staff as appropriate as stated in the [medication administration delegation decision tree guidelines](#).

Parents are responsible for providing any necessary supplies or equipment needed for medication administration for their student and/or any other specialized medical needs.

B. HEALTH SERVICES PROCEDURE

1. Prior to administering medication the school nurse will:

- Verify that a written medication authorization form or action plan is on file for each medication which includes:
 - Student's name
 - Diagnosis (reason for the medication)
 - Name of medication
 - Medication dosage, route, and times to be given
 - Any special directions for administering the medication
 - Possible side effects
 - Parent signature for request and permission for administration
- Complete a medication administration registration log (Health Form 111) for use by any Unlicensed Assistive Personnel (UAP) for long term medication of each student who will be receiving medication during the school day.
- Assure that all medications are received in the properly labeled container and kept in a locked cabinet.
- Compile a list of all students requiring long term medication at school including time of medication administration, student name, grade, and medication and dosage needed. Update as needed.

2. Administering prescription medication:

- Administer medication according to the five rights of medication administration: right student, right medication, right dose, right time, and right route.
- The 6th right of medication administration is right documentation. Record the medication given in the Synergy Health Medication Administration Record log including date and time administered.
- Observe, evaluate, and report the student's health status and reaction to the medication giving this information to the student's parent/guardian and/or health care provider as requested, or reaction indicates.

3. Administering over the counter (OTC) medication:

- Assess student's need for PRN over-the-counter medication.
- Ensure appropriate parental permission for medication. Contact parents as needed.
- Assess prior medication usage i.e., last dose taken, previous adverse effects to medication.
- Calculate medication dosage per MSBSD medical protocols for school nurses (MSBSD Nursing Manual Section II)
- Administer medication brought in by a student's parent appropriately labeled or stock medication if available.
- Provide a note to the parent with the student's name, date, time, medication's name, and dosage. Also, the reason for the medication given and how long to wait before the next dose can be given.
- Document medication given in synergy health daily log.

4. Medication errors

A medication error is a deviation from the standard of care for the student concerning correct medication delivery and includes the following:

- Omitted doses
- Incorrect doses
- Incorrect time of administration
- Incorrect student
- Incorrect route of administration
- Improper injection techniques

Incorrect documentation can also occur. Ink should be used for all written documentation. When a documentation mistake occurs, a single line should be drawn through the erroneous entry to identify it as erroneous, and the correct information entered and initialized. Correction tape, "white out" or an eraser should NOT be used.

If a medication error occurs, observe the student for any untoward effects. **Always check the level of consciousness and breathing of the student first. If breathing problems, seizures, or difficulty arousing the student, call 911 immediately.**

Poison Control is another resource, if needed upon assessment that can provide emergent information when a medication mistake has been made. Call Poison Control as deemed necessary when a medication is given to the wrong child, or an overdose of medication is suspected at 1-800-222-1222.

Steps to follow when a medication error has occurred:

- 1.) Contact the building principal, the director of health services, Risk Management, the parent, and/or the student's health care provider.
- 2.) Complete a Medication Administration Error Reporting Form ([Health Form 112](#)). Also, complete a Student Incident/Injury Report in Synergy or a paper document ([Health Form 702 A&B](#)) if an incorrect medication or dose was given to a student or student assessment warrants intervention or further evaluation. (See MSBSD Nursing Manual Section VI for MSBSD forms or visit Knowledge Base).

3.) Submit the completed Medication Administration Error Reporting Form to the Health Services Coordinator. If applicable submit the Student Incident/Injury Report found in Synergy or complete the paper form with a copy of the Medication Administration Error Reporting form to risk management. **Note:** If the student is sent via ambulance for evaluation, completed form(s) immediately.

5. Additional information

- Be observant of any student self-administering medication for which the school has no authorization. An immediate report to the principal and parent contact must be made for a student who is found to be self-administering medication without school authorization. In accordance with BP 5144.1 STUDENT RIGHTS AND RESPONSIBILITIES: No student may possess over the counter medications (e.g., No-Doz, aspirin, vitamins, herbal supplements, liquid cough and cold medications, etc.) Possession shall include lockers, backpacks, and vehicles. Prescription and over-the-counter substances are subject to the provision of 'illegal substances sanctions/banned substances' except in the case of emergency medications (such as Asthma inhalers, EPI PENS, Insulin, and Glucagon) that have been cleared through the school nurse and have the appropriate documentation on file with the nurse.
- According to [MSBSD Department of Transportation Pupil Transportation Handbook](#); medication may not be transported on the school bus without the approval of the Transportation Department. Approved medications would be limited to emergency medications (such as Asthma inhalers, EPI PENS, Insulin, and Glucagon, etc) that have been cleared through the school nurse and have the appropriate documentation on file with the nurse.

6. Delegation and Training Principal/Nurse Designee who is an Unlicensed School Staff/Unlicensed Assistive Personnel (UAP) to assist in medication administration when the school nurse is not available.

I. Definitions: Find definitions at ([NCSBN](#))The National Council of State Boards of Nursing.

II. Training preparation:

1. Determine what medications can be delegated to the UAP using the [Medication Administration Delegation Decision Tree Guidelines](#).

Note: medications that **cannot** be delegated in accordance with nursing regulation [12 AAC 44.970](#) include:

- The administration of *injectable medications* except by an advanced nurse practitioner to a certified medical assistant
- Medication management for *unstable medical conditions* requiring ongoing assessment and adjustment of dosage or timing of administration
- Medications that are given via a route other than oral, topical, transdermal, nasal, inhalation, optic, otic or rectal.
- *PRN-controlled substances* as per [12 AAC 44.965](#)

2. Determine level of medication administration training required for the situation. See [Medication Administration Delegation/Training Checklists](#)

3. Evaluate willingness of staff member(s) designated to administer medications in the absence of the school nurse.

4. Set up a date and time for training.

III. Training and documentation:

Train staff member(s) using the State of Alaska Board of Nursing approved [Guide for Training Unlicensed School Staff](#) or use the State of Alaska Department of Education and Early Development's [eLearning module on Medication Administration](#). Training must be done yearly and reviewed every 90 days.

IV. Prescription medication administration on Field Trips during the school day:

The school nurse will delegate to and train the designated school staff UAP on individual students requiring medication during the field trip, using the [Field trip Focus Training Checklist](#). This focus training uses all medication type modules in the guide for training unlicensed school staff that applies to the required medication.

SPECIALIZED NURSING CARE

PURPOSE:

To provide the necessary health services to enable students to access and benefit from their educational programs in the least restrictive environment as set out by federal laws and regulation These services include treatments prescribed by the student's health care provider which are necessary during the school day for the student to attend school.

A. HEALTH SERVICES POLICY

It is the responsibility of the school nurse to work with the student's parent/guardian and health care provider to review the necessary specialized nursing care guidelines for the student requiring specialized health care treatments during the school day and to develop the individual health care plan. The parent/guardian is responsible for providing the necessary equipment/supplies for the required specialized nursing care.

B. HEALTH SERVICES PROCEDURE

The school nurse will:

- Assess incoming students for health concerns and the need for specialized nursing care during the school day.
- Obtain health care provider prescription and parent/guardian authorization for any specialized nursing health care procedure required during the school day ([Health Form 605A](#), [605B](#), and [605C](#)). The request and authorization for specialized health care

procedures necessary during school hours must be in writing from the prescribing health care provider and the parent/guardian

- Conduct a nursing assessment of each student identified with specialized nursing care needs. MSBSD Nursing Manual Section IV revised
- Work collaboratively with the parent/guardian and health care provider in the development of the Individual Healthcare Plan (IHP).
- Develop IHP including standardized procedures to perform the necessary treatments. ([Health form 605A & 605B](#))
- Develop an Emergency Care Plan (ECP) ([Health Form 606](#)) as needed to include procedures to be followed in situations such as during safety drills, evacuation in the event of a disaster.
- Delegate and train or assist in training any unlicensed assistive person as needed and appropriate following the Alaska Board of Nursing Regulations for delegation of Nursing Tasks. <https://www.commerce.alaska.gov/web/cbpl/ProfessionalLicensing/BoardofNursing/NursingStatutesandRegulations.aspx>

If the task is not delegable by the Alaska Board of Nursing Regulations, the parent must delegate the task to the designated Unlicensed Assistive Personnel. ([Health Form 605C](#))

MEDICATION ADMINISTRATION AND SPECIALIZED NURSING CARE DURING MSBSD SPONSORED FIELD TRIPS OUTSIDE OF THE SCHOOL DAY

PURPOSE:

To provide equal access to class field trips to students with a medical condition requiring nursing services. The ADA protects access to a free affordable public education for students with certain health conditions, such as diabetes, and other chronic health conditions, who may not require either an IEP or a 504 Accommodation Plan. While not required by law, these students' safety still depends on a specific planning effort which is often recorded in an Individualized Healthcare Plan (IHP) and/or Emergency Care or Action Plan based on health care provider orders

A. HEALTH SERVICES POLICY

Federal laws (Individuals with Disabilities Education Act and Americans with Disabilities Act) require equal access to school activities, including health services on field trips and for school sponsored activities. All children (attending a school receiving any federal monies), including students with special healthcare needs, have the right to fully participate in school-sponsored trips. It is the school's responsibility to provide the necessary accommodations so that all students can attend. Parents can be offered the opportunity to accompany their students on field trips, but the school district cannot require that a parent attend the trip as a condition of the student's participation. The school nurse may decline to attend the event however the school district must provide a competent staff person to safely provide the care the student needs and, in some cases, this may mean a nurse must attend the event. The event may be canceled for everyone if a competent staff person cannot be found to provide care for the student.

B. HEALTH SERVICES PROCEDURE

For those students identified with medication and specialized nursing health care needs, the school nurse should:

- Address plans for school-sponsored activities and trips with the teacher, school administrator and parent/guardian of a student with special health care needs during the initial IHP process with reevaluation and consideration at the time of each planned field trip.
- Determine the student's healthcare needs on field trips through a collaborative process coordinated by the school nurse, including a nursing assessment, the healthcare provider orders, and information provided by the family.
- Encourage early dialogue for arrangements to be made in sufficient time prior to a trip or activity so that;
 - The need for accommodations can be assessed
 - Adherence to the IHP can be assured
 - Training of unlicensed school staff, if necessary, can be completed
 - Proper emergency care for the student can be addressed. Convene a 504 or IEP meeting, if indicated.
- Discuss challenges and student's needs and limitations, and whether the service required can be delegated to unlicensed school staff. Follow the Medication Administration Delegation Decision Tree for guidance in planning and implementing care for the student.

For those students who have medication and/or specialized nursing health care needs outside the school day and do not have a current IHP for these health care needs, the school nurse should:

- Receive a request for prescription medication administration from the parent at least 2 weeks prior to the field trip.
- Identify the school staff UAP going on a field trip designated to be trained to administer medications and provide other nursing tasks required.
- Delegate and train the selected UAP on health care needs of individual students, using all medication type modules in the guide for training unlicensed school staff that apply to the required medication.
- Any PRN over-the-counter medication usage shall be delegated from the parent to the willingly designated school staff member. The nurse may assist in training the staff member on medication administration of PRN medications following the parental delegation as needed.

C. ADDITIONAL INFORMATION

School nurses who accompany and provide care for students on **out-of-state** field trips must comply with state-specific nursing regulations from the state in which they are visiting. The school nurse should contact the state specific Board of Nursing to determine his/her legal responsibilities. Contact information may be obtained at: <https://www.ncsbn.org/contact-bon.htm>. Contact information for select provinces of Canada is included in this web link.

For delegation to unlicensed school staff on out-of-state or in-state field trips where nurse delegation is prohibited, the Alaska Board of Nursing has recommended that the parent provide the delegation to any unlicensed person who will be administering medications or providing specialized nursing care during the activity. The nurse may still provide the training to the unlicensed school staff member.

Field trip authorization forms should reflect this delegation and arrangements made for back-up medical assistance should problems arise on the trip. The parent may want to consider providing a “power-of attorney” or other legal consent, beyond school district authorization, for the designated unlicensed person to provide further legal authority for administering care for their child when traveling out of state. The school nurse should assist the parent in identifying key individuals and resources available at the trip destination to meet their child’s health care needs while traveling.

RESOURCES FOR POLICY AND PROCEDURE DETERMINANTS

MSBSD Health Services determine policy and procedure from the following sources:

- Federal Law - Individuals with Disabilities Education Act ([IDEA](#)), Section 504 of the Rehabilitation Act, Americans with Disabilities Act ([ADA](#)), Family Educational Rights and Privacy Act ([FERPA](#)), and Occupational Safety & Health Administration’s ([OSHA](#)) blood borne Pathogen Standard ([29 CFR 1910.1030](#))
- Alaska Board of Nursing Statutes and Regulations [AS 08.68](#) and [12 AAC 44](#).
- [Alaska Statute](#) 14.12.115, 09.65.090, 14.30.141, 14.07.060, 14.30.180, and 14.30.186
- National Association of School nurses (NASN) (www.nasn.org)
- State of Alaska [Delegation Decision Tree Guidelines](#)
- American Academy of Pediatrics ([AAP](#)) Guidance for the Administration of Medication in Schools
- [MSBSD policy](#) BP 5141.21, AR 5141.21, BP 5144.1
- Local professional consultants
- Evidence based practice