

Book Policy Manual
 Section Board approve 12-5-22
 Title Copy of USE OF MEDICATIONS
 Code po5330
 Status
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16-8010

5330 - USE OF MEDICATIONS

The Board of Education shall not be responsible for the diagnosis and treatment of student illness. The administration of prescribed medication and/or medically-prescribed treatments to a student during school hours will be permitted only when failure to do so would jeopardize the health of the student, the student would not be able to attend school if the medication or treatment were not made available during school hours, or if the child is disabled and requires medication to benefit from his/her educational program.

For purposes of this policy, "medication" shall include all medicines including those prescribed by a physician and any nonprescribed (over-the-counter) drugs, preparations, and/or remedies. "Treatment" refers both to the manner in which a medication is administered and to health-care procedures which require special training, such as catheterization.

Before any prescribed medication or treatment may be administered to any student during school hours, the Board shall require a written statement from a licensed prescriber accompanied by the written authorization of the parent (see Form 5330 F1 – Parent/Guardian Authorization for Prescribed Medication or Treatment). Before any nonprescribed medication or treatment may be administered, the Board shall require the prior written consent of the parent - (see Form 5330 F1a – Authorization for Non-Prescribed Medication or Treatment (Secondary Version) and Form 5330 F1b – Authorization for Non-Prescribed Medication or Treatment (Elementary Version)). These documents shall be kept in the office of the School Nurse, and made available to the persons designated by this policy as authorized to administer medication or treatment.

The forms shall indicate student name, date, allergies, medication name, dosage, time and route, intended effect of medication, other medication(s) taken by student, licensed prescriber, and parent/guardian signature.

Designated school personnel shall receive and review the emergency medication and medication authorization form and obtain authorization from the certified RN to administer medication. The student shall not attend school until the administration form and medication are received to prevent risking the safety and welfare of the student. The Student Assistance Team (SAT), Section 504, or IEP team shall consider the lack of emergency lifesaving medication(s) as child neglect.

Parents/guardians shall also replenish long-term and emergency prescribed medication as needed and retrieve unused or expired medicine from school personnel no later than thirty (30) days after the authorization to give the medication expires or on the last day of school.

No student is allowed to provide or sell any type of over-the-counter medication to another student. Violations of this rule will be considered violations of Policy 5530 - Substance Abuse Prevention, Policy 5500 - Student Code of Conduct, and Policy 5600 - Student Discipline.

Medication administration steps must be followed exactly as outlined in West Virginia Board of Education policy 2422.7 and must comply with the Basic and Specialized Health Care Procedure Manual for WV Public Schools.

Parents/guardians shall provide completed and signed medication authorization form(s) provided by the District indicating the student's name; date; allergies; medication name; dosage, time, and route; intended effect of medication; other medication(s) taken by the student; licensed prescriber; and parent/guardian signature.

All medications prescribed by a physician shall be in the originally labeled container from the pharmacy stating the student's name; name of the medication; reason(s) for the medication (if to be given only for specific symptoms); dosage, time, route; reconstitution directions, if applicable; and the date the prescription and/or medication expires.

- 18-0010
- A. A written medication authorization form is received from the parent/guardian and licensed prescriber permitting self-administration of medication.
 - B. _____
 - C. The student has demonstrated the ability and understanding to self-administer medication by passing an assessment by the certified school RN evaluating the student's technique of self-administration and level of understanding of the appropriate use of the medication.
 - D. The parent/guardian has acknowledged in writing that they have read and understood a notice provided by the Board stating that the school, the Board, and its employees and agents are exempt from any liability, except for willful and wanton conduct, resulting in injury arising from the self-administration of medication.
 - E. The permission to self-administer medication shall be sufficient during the school year for which it is granted. All documents related to the self-administration of medication shall become part of the student's health record; and .
 - F. The permission to self-administer medication may be revoked if the certified school RN finds that the student's technique and understanding of the use of medications is not appropriate or is willfully disregarded.

Only employees of the Board who are licensed health professionals or who have completed a drug administration training program conducted by a certified school RN and are designated by the Board may administer prescription drugs to students in school. School personnel shall be retrained every two (2) years.

Non-prescribed OTC medications shall be administered under the direction of the building level administrator/principal only after meeting the following requirements (registered nurses and licensed practical nurses cannot administer non-prescribed OTC medications without an order from a licensed prescriber):

- A. Medication authorization form is provided from the parent/guardian.
- B. The school administrator/principal has the authority to determine if the administration of the non-prescribed OTC medication may be safely delegated to the administrator's designee.
- C. The school administrator/principal has the authority to contact the parent/guardian or a licensed health care provider to clarify any questions about the medication being administered.

A special education employee hired on or after July 1, 1989, may be required to administer medications after receiving required training. Other school employees may elect to administer medications after receiving the required training.

The following staff members are designated as being authorized to administer medication and treatment to students:

- A. principal
- B. teacher
- C. school nurse
- D. building secretary
- E. aide

Students who may require administration of an emergency medication may have such medication, identified as aforementioned, stored in the nurses or on the students person, office and administered in accord with this policy.

All dental disease prevention programs, sponsored by the West Virginia Department of Health and administered by school employees, parents, volunteers, employees of local health counties, or employees of the West Virginia Department of Health, which utilize prescription drugs for the prevention of dental disease and which are conducted in accordance with the rules and regulations of the West Virginia Department of Health are exempt from all requirements of this policy.

Emergency Medication

The West Virginia RN board and WV Code allows for the delegation of specific prescribed emergency medication. There are emergency medications that can only be administered by licensed nurses such as but not limited to, intranasal midazolam and intravenous clotting factor. The following emergency medications have been approved for school RNs to determine the ability to delegate, train and continuously supervise school personnel to

School employees may administer medication; whenever possible the students should take their medication in the presence of school employees who witness the procedure. School employees in the field of special education, whose employment commenced on or after the first day of July, 1989, may be required to administer medications after receiving training by the school nurse. All other school employees must consent to administer medication. Each school principal in conjunction with the Marion County School Nurses, shall be responsible for arranging appropriate training for school employees who consent to administer medication to students. The school nurse has final approval for those designated to administer medication.

An Administration of Medication Form 5330F1, completed by the parent or guardian and the physician, must be submitted to the school before a school employee may administer or supervise the administration of a prescription medication at school. This form designates the student's allergies, diagnosis, kind of medication, the amount to be given, and the schedule to be followed. A mailed or faxed statement, signed by the physician, is also acceptable in lieu of their signature on the Administration of Medication Form. A separate form must be used for each medication. A new form is required on a yearly basis. The school nurse is responsible for reviewing the medication form periodically to verify its accuracy.

In certain instances, it may be in the student's best interest to carry medication on their person (e.g. severe asthma with inhaler; bee sting allergy with an Epi-pen, etc.) The student will be allowed to carry and administer the medication with a physician's order, stating the student may carry the medication with him/her and a parent/guardian consent for same.

All prescription or non-prescription medication must be sent to school in the original container from the pharmacy. The prescription label must state the child's name, the date the prescription was filled, medication name and dosage, directions for giving the medication, and the physician's name. Non-prescription medications should be labeled with the child's name and required dosage.

All medication given to the student by school employees shall be recorded on a school medication log, which shall be placed in the student's file at the end of the school year. This log must show the student's name, medication, date and time of administration, and the signature and initials of the school employee administering medication.

All medication shall be kept in appropriate locked areas and/or containers with access limited to appropriate employees. Medication that must be refrigerated shall be placed in a closed plastic container marked Medicine and placed in the refrigerator separate from food items.

The parent or guardian and/or physician shall be notified immediately if a student reacts in an undesirable or unexpected manner to the administration of medication at school. All school employees shall REFUSE to give any medication in unmarked containers or wrapped in paper. Under no condition shall a school employee administer medication without written permission from a parent or guardian.

A school cannot assume responsibility for students who "self-medicate". These students need their parents' permission to carry medication to school, as they could be charged with possession of an illegal substance. Letters, from the parent or guardian, giving the student permission to self-medicate, should be on file in the principal's office. In certain instances, a physician's order may also be required at the discretion or judgement of the school nurse.

When parents feel the student can be responsible for taking their own medication on any grade level without the help of school employees, it is requested that only enough medication for one (1) day at a time be sent with the student. The medication must be sent in the original, labeled container.

Parents of students with unique health problems (e.g. diabetes, epilepsy) requiring long term medication or other health care procedure, need to develop individual health care plans or Section 504 plans in cooperation with the principal, teacher, school nurse, and/or possible the physician. The health care plans will be written by the school nurse and will be kept with the student's primary teacher(s) and/or the student's file. These plans will be updated, at least annually, or as a need arises.

The following staff members are designated as being authorized to administer medication and treatment to students:

- A. principal
- B. teacher
- C. school nurse
- D. building secretary
- E. aide
- F. private health provider as approved by the Superintendent

Students who may require administration of an emergency medication may have such medication, identified as aforementioned, stored in the secured designated area and administered in accord with this policy.

All dental disease prevention programs, sponsored by the West Virginia Department of Health and administered by school employees, parents, volunteers, employees of local health counties, or employees of the West Virginia Department of Health, which utilize prescription drugs for the prevention of dental disease and which are conducted in accordance with the rules and regulations of the West Virginia Department of Health are exempt from all requirements of this policy.

The Superintendent shall prepare administrative guidelines to ensure the proper implementation of this policy.

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Section Board approve 12-5-22

Title NEW - Vol. 14, No. 1 - February 2022 - ADMINISTRATION OF OPIOID ANTAGONISTS

Code po5331

Status

16-502

5331 - ADMINISTRATION OF OPIOID ANTAGONISTS

The schools located within this District may possess and maintain at the school a supply of opioid antagonists for use in emergency medical care or treatment for an adverse opioid event. Opioid antagonists maintained in the schools shall be in a secure location which is only accessible by the individuals authorized to administer the opioid antagonist.

A certified school ~~nurse~~-RN, other licensed ~~nurses-RNs and LPNs~~ working in the school ~~(RN and LPN)~~, and ~~nonmedical school personnel as defined in WV Code 18-5-22~~ who have been trained ~~and deemed competent by the certified school nurse-RN~~ in the administration of an opioid antagonist ~~and who have been designated and authorized by the certified school nurse-RN~~ are authorized individuals that may administer the opioid antagonist to prevent deaths in circumstances involving individuals who have overdosed on opiates. An opioid antagonist may be administered to a student, school ~~personnel~~ employee, or to ~~a~~ any person on school property during regular school hours, at a school function, at an event on school property when the authorized and designated nonmedical school personnel reasonably ~~is~~ believes, based upon their training, that the individual is experiencing an adverse opioid event.

All licensed prescribers who prescribe an opioid antagonist to a school or District shall provide educational materials to the certified school ~~nurse~~-RN, ~~or other~~ licensed nurses ~~and school personnel~~ employee working in the ~~school on~~ opiate-related overdose prevention and treatment programs, as well as materials on administering the prescribed opioid antagonist.

If an opioid antagonist has been administered to a student, immediately following the administration, the school shall provide notice to the parent /guardian of the student who received the opioid antagonist.

The District must follow the protocols/standards set forth by West Virginia Department of Health and Human Resources.

Any certified school ~~nurse~~-RN, ~~or other~~ licensed nurses ~~and designated and trained school personnel~~ who administers an opioid antagonist as provided in this policy and in WV Code 18-5-22d is immune from liability for any civil action arising out of an act or omission resulting from the administration of the opioid antagonist unless the act or omission was the result of the school nurse or trained and authorized nonmedical school personnel's gross negligence or willful misconduct.

Prior notice to the parents of a student of the administration of the opioid antagonist is not required.

A certified school ~~nurse~~-RN, ~~or other~~ licensed nurses, ~~and designated trained nonmedical school personnel~~ working in the school who administers an opioid antagonist to a person whom s/he believes to be suffering from an opioid-related overdose shall require the person who has received the administration of the opioid antagonist to seek additional medical treatment at a medical facility to avoid further complications as a result of suspected opioid-related overdose.

A comprehensive notice to the parents of a student who was administered a school maintained opioid antagonist is required and shall include who administered the opioid antagonist, the rationale for administering the antagonist, the approximate time of the administration of the opioid antagonist and any other necessary elements to make the student's parent/guardian fully aware of the circumstances surrounding the administration of the antagonist.

All schools are required to report each reaction resulting in the administration of opioid antagonists injections in the District. **Public schools also must report other medication errors.** The incident will be reported to the West Virginia Poison Center by calling 800-222-1222 after emergency medical services have transported the student, staff member, or other person to acute care. The notification should include:

- A. the name of the student/staff member;
- B. the student's/staff member's age and gender;
- C. date and the approximate time the incident occurred;
- D. symptoms observed;
- E. who administered the medication ~~injection~~;