

## ADMINISTRATION OF MEDICATIONS TO STUDENTS

### I. REQUESTS TO ADMINISTER MEDICATIONS PURSUANT TO HEALTH PROVIDER ORDER

The following procedure must be followed for any medication (whether prescription or over the counter) to be administered to a student pursuant to a health care provider's order. Such an order must be obtained from a medical/health practitioner who has a current Maine license with a scope that includes administering medication.

1. The parent/legal guardian may obtain a copy of RSU9's Request/Permission to Administer Medication in School Form and Board Policy JLCD from the school nurse, school office or website.
2. The parent/legal guardian shall complete and sign the Request/Permission Form. Medications can only be given with valid prescription label, standing orders from a physician, or written order from a health care provider.
3. The parent/legal guardian shall return the Request/Permission Form to the school nurse along with the medication:
  - All medication must be in the original container. Prescription medications must be appropriately labeled by the health care provider or pharmacy. Parents/guardians can ask the pharmacy to provide a duplicate prescription bottle for school use as needed.
  - Including no more than the amount of medication necessary to comply with the health provider's order, up to a one month's supply.
4. The school nurse shall review the Request/Permission Form for completeness and clarity. If the nurse has any questions or concerns about the form or medication, he/she may decline to administer the medication and will contact the parent/legal guardian and/or health care provider, as appropriate, for more information.
5. If there is a later change in the medical order (such as change in dose, frequency or type of medication), a new Request/Permission Form must be completed.
6. Medication orders must be renewed at the beginning of each school year.
7. In certain cases a school nurse may be requested by a physician or a parent by phone or a note to give a one-time dose of medication. A standard written authorization is needed for continued doses.

8. The Board disclaims any and all responsibility for the diagnosis, prescription of treatment, and administration of medication for any student.

## **II. SELF-ADMINISTRATION OF MEDICATIONS**

### Inhalers and Epinephrine Auto-injectors (EpiPens)

Students shall be authorized to possess and self-administer emergency medication from an asthma inhaler or epinephrine auto-injector (EpiPen) if the following requirements are met.

1. The student must have the prior written approval of the student's health care provider and, if the student is a minor, the prior written approval of his/her parent/guardian (see Request/Permission Form).
2. The student/parent/guardian must submit written verification from the student's health care provider confirming that the student has the knowledge and the skills to safely possess and use an asthma inhaler or EpiPen in school.
3. The school nurse shall evaluate the student's technique to ensure proper and effective use of an asthma inhaler or EpiPen in school.

### Diabetes Supplies

Insulin and other diabetes supplies and medications will be stored and administered according to the student's health plan and/or 504 plan.

## **III. DISPENSATION OF OVER THE COUNTER MEDICATIONS**

1. With prior parental/legal guardian permission, and according to a list reviewed annually by the school physician and as specified in the standing orders, students may receive certain over the counter medications at school.
2. According to a list reviewed annually by the school physician and as specified in the standing orders, certain low risk, over the counter medications may be used without parental permission.

## **IV. PERSONNEL AUTHORIZED TO ADMINISTER/DISPENSE MEDICATIONS**

Medications may be administered by the school nurse and/or by authorized unlicensed school personnel who have received appropriate training by the school nurse. Annual refresher training is required for all unlicensed personnel authorized to administer medications. The school nurse shall maintain appropriate documentation of training.

Authorization to administer medications shall be made by the Superintendent based upon the recommendations of the school nurse. Unlicensed school personnel giving medication for a field trip may receive an abbreviated training by the school nurse specific to the situation.

## **V. CONFIDENTIALITY OF INFORMATION**

To the extent legally permissible, school staff may be provided with such information regarding a student's medication(s) as may be in the best interest of the student.

## **VI. DELIVERY AND STORAGE OF MEDICATIONS/RECORDKEEPING**

1. With the exception of those medications authorized for self-administration or according to an Individualized Health Plan, all medications shall be stored in a secure space in the school nurse's office or school office and locked at all times except during the actual administration of medication.
2. The student's parents/guardians shall deliver any medication to be administered by school personnel to the school in its original container. In the event that this is not practical, the parent/guardian should contact the school to make alternate arrangements.
3. School personnel and the student's parent/guardian shall count all controlled medication brought to school. The number of capsules, pills or tablets, and/or the volume of medications shall be recorded.
4. Medication no longer required (or remaining at the end of the school year) must be removed by the parent/legal guardian. Medication not removed by the parent/legal guardian in a timely manner shall be disposed of by the school unit within two weeks.
5. The school nurse or designated school official shall be responsible for the appropriate and secure storage of medications kept at school.
6. A Medication Record Book and/or electronic documentation shall be maintained by the school nurse/designee, including the Request/Permission Forms and individual medication records for each student to document the administration of all medications (dose administered, by whom, date, time and any errors).
7. Any known or suspect medication errors will be reported immediately to the school nurse. The school nurse (or designee) will contact the parent as well as the medical provider and/or poison control as indicated.

Adopted: January 24, 2023

**Maine Department of Education**  
**“Policy for Medication Administration on School**  
**Field Trips”**

1. Any unlicensed personnel administering medications must hold documentation of their training in the administration of medication, including personnel administering medication on a field trip.
2. There must be written permission from the parent/guardian providing consent to administer the medication in school and a written physicians order and/or an appropriately labeled original medication container.
3. Either a standardized preprinted medication label or preprinted envelope containing the information described below or medication in its original container will be used for students attending a field trip.
4. When using a preprinted label or preprinted envelope, the school nurse shall transfer the prescribed amount of medication needed for the field trip from the original medication container into the approved envelope and fill in the appropriate information on the envelope.
5. The envelope will be provided to the trained personnel for administration during the trip. The school nurse will provide a review of the medication and its administration to the trained personnel on an as needed basis. All trained personnel administering medication must understand what to do in an emergency.
6. The medication will be transported and stored in compliance with any special directions for the medication and will be secured as safely as possible.
7. The administration of medication on a field trip will duplicate as much as possible, the guidelines found in the “Guidelines for Training of Non-Licensed Personnel in Medication Administration”. This will include consideration of student privacy and cleanliness of area where medications are administered.
8. Medication will be administered to the student to assure that the right student receives the right medication, with the right dose, at the right time, by the right route. The trained personnel administering the medication will double-check the student with the medication label and will double-check the dose. The medication will be given within 30 minutes either side of the prescribed time.
9. Each school district will develop a method of documenting medications administered on the field trip, recording any unexpected occurrences, and a method of returning any medication not administered.

The medication envelope or label will contain the following information:

1. Date to be administered.
2. Name of the student.
3. Name of the medication.
4. Dose to be given.
5. Time to be given.
6. Physician prescribing the medication.

7. Special directions.
8. Phone number of school nurse.
9. Emergency directions.

DATE ADOPTED: October 29, 2001 (By the Department of Education, Board of Pharmacy and Board of Nursing)