

ADMINISTERING MEDICATION TO STUDENTS

The MSAD 51 Board acknowledges that in certain instances it may be necessary for a student to have medication administered to him/her while in attendance at school. The Board discourages the administration of medication on school premises where other options exist. Whenever possible, it is recommended that the first dose of a newly-prescribed medication be given at home.

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 shall obtain a copy of the MSAD 51 Medication Administration Consent Form and Board Policy JLCD from the school nurse.
2. The parent/legal guardian must sign the MSAD 51 Medication Administration Consent Form.
3. If the medication is to be administered for longer than 15 days, the student's health care provider is required to sign the MSAD 51 Medication Administration Consent Form.
4. For medication which is to be administered for a limited amount of time, 15 days or less, the prescription label on the bottle, which indicates the name of the medication, dosage, frequency to be taken and the name of the prescribing doctor shall suffice as the health care provider's approval. No health care provider signature will be necessary.
5. The parent/legal guardian shall return the MSAD 51 Medication Administration Consent Form to the school nurse along with the medication:
 - a. In the original container (and in the case of prescription medications, appropriately labeled by the health care provider or pharmacy)
 - b. Including no more than the amount of medication necessary to comply with the health provider's order.
6. The school nurse shall review the MSAD 51 Medication Administration Consent Form for completeness and clarity. If the nurse has any questions or concerns about the form, he/she will contact the parent/legal guardian, as appropriate for more information.
7. If there is a later change in the medical order (such as change in dose, frequency or type of medication), a new MSAD 51 Medication Administration Consent Form must be completed.
8. Medication orders must be renewed at least annually.
9. Medication no longer required (or remaining at the end of the school year) must be removed by the parent/legal guardian. The school nurse shall dispose of medication not removed by the parent/legal guardian in a timely manner.

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

II. SELF-ADMINISTRATION OF MEDICATIONSInhalers and Epi-Pens

Students shall be authorized to possess and self-administer emergency medication from an asthma inhaler or epinephrine pen (epi-pen) 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, their parent/guardian must complete and sign an MSAD 51 Medication Administration Consent Form.
2. The student's 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 epi-pen in school.
3. The school nurse shall evaluate the student's technique to ensure proper and effective use of an asthma inhaler or epi-pen in school.
4. Students in grades K-5, shall leave their epi-pen or inhaler with the nurse during the day. Students in grades 6 -12 may carry their epi-pen or inhaler with them.

Other Medications

Students shall be permitted to possess and self-administer prescription medications in school on a case-by-case basis. The school nurse must approve all such requests.

III. Dispensation of Over the Counter Medications

Students may receive certain over the counter medications at school including acetaminophen (Tylenol), ibuprofen (Motrin, Advil), cough and cold remedies, ointments and inhalers provided their parent/legal guardian has completed a MSAD 51 Medication Administration Consent Form. Students are not to carry over the counter medications with them. They must be administered by the school nurse and/or by authorized unlicensed school personnel who have received appropriate training.

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. 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.

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. Storage of Medications/Recordkeeping

1. 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.

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2. Clearly marked containers are provided for daily medications and those to be taken as needed.

3. A Medication Record Book shall be maintained by the school nurse/designee, including the MSAD 51 Medication Administration Consent Forms and individual medication records for each student to document the administration of all medications (dose administered, by whom, date, time and any errors).

VII. Administrative Procedures

The Superintendent/designee shall develop any administrative procedures necessary to implement this policy and as required by Maine Department of Education Rules.

Legal Reference: 20-A MRSA Section 254(5) and Section 4009(4)
 Maine Department of Education Rule Chapter 40
 28 CFR Part 35 (Americans with Disabilities Act of 1990)
 34 CFR Part 104 (Section 504 of the Rehabilitation Act of 1973)
 34 CFR Part 300 (Individuals with Disabilities Education Act)

Incorporates JLCD-AR Administering Medication to Students - Procedures

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