

ADMINISTERING MEDICATIONS

The Long Hill Township Board of Education (BOE) is not responsible for the diagnosis and treatment of pupil illness. The administration of medication to a pupil during school hours will be permitted only when failure to take such medicine would jeopardize the health of the pupil, or the pupil would not be able to attend school if the medicine were not available to him/her during school hours.

For purposes of this policy, medication shall include all medicines prescribed by a physician for the particular pupil, including emergency medication in the event of bee stings, etc., and all non-prescription “over the counter” medication.

Before any medication may be administered to or by any pupil during school hours, the BOE shall require the written request of the parent/guardian which shall give permission for such administration and relieve the BOE and its employees of liability for administration of medication. In addition, the BOE requires the written order from the prescribing physician which shall include:

- A. The purpose of the medication;
- B. The dosage;
- C. The time at which or the special circumstances under which medication shall be administered;
- D. The length of time for which medication is prescribed; and
- E. The possible side effects of the medication.

Both documents shall be kept on file in the office of the school nurse.

The Chief School Administrator (CSA), in conjunction with a school nurse and the school physician shall develop procedures for the administration of medication. The school physician will review these procedures and ensure that they provide the following information:

- A. All medications, whether prescribed or “over the counter”, shall be administered by the school nurse or substitute school nurse, the parent/guardian or the pupil himself/herself where the parent/guardian so permits and the school nurse or substitute school nurse is present;
- B. Medications shall be securely stored and kept in the original labeled container;

- C. The school nurse shall maintain a record of the name of the pupil to whom medication may be administered, the prescribing physician, the dosage and timing of medication and a notation of each instance of administration;
- D. All medications shall be brought to school by the parent/guardian and shall be picked up at the end of the school year or the end of the period of medication, whichever is earlier. If the medicine is not picked up by the parent, the medicine will be disposed of by the nurse at the end of the school year;
- E. A student may self-administer medication without supervision of the school nurse for asthma or other life-threatening illnesses. "Life-threatening illness" has been defined as an illness or condition that requires an immediate response to specific symptoms or sequelae that if left untreated may lead to potential loss of life. Such responses include, but are not limited to, the use of an inhaler to treat an asthma attack or the use of an adrenalin auto-injection to treat a potential anaphylactic reaction.

Each school in the district shall have and maintain at least one nebulizer in the office of the school nurse or at a similar accessible location. Parents are to supply medicine and tubing for their child. The CSA shall prepare and the BOE shall adopt regulations on the administration of asthma medication through the use of a nebulizer by the school nurse or his/her designee(s). Regulations shall be in accord with New Jersey statute and administrative code and shall include, but not be limited to the following:

- A. Requirement that each school nurse shall be authorized to administer asthma medication through the use of a nebulizer;
- B. Requirement that each school nurse receive training in airway management and in the use of nebulizers and inhalers consistent with nationally recognized standards;
- C. Requirement that each student authorized to use asthma medication or a nebulizer have an asthma treatment plan prepared by the student's physician, that identifies, at a minimum, asthma triggers and an individualized health care plan for meeting the medical needs of the student while attending school or a school-sponsored event.

Pupil Self-Administration of Medication

The BOE shall permit self-administration of medication for asthma or other potentially life-threatening illnesses by pupils who have the capability for self-administration of medication, both on school premises during regular school hours and off-site or after regular school hours when a pupil is participating in field trips or extracurricular activities. Parent(s)/guardian(s) of the pupil must meet the following conditions:

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- A. Provide the district with written authorization for the pupil's self-administration of medication;
- B. Provide written certification from the pupil's physician that the pupil has asthma or another potentially life-threatening illness and is capable of and has been instructed in the proper method of self-administration of medication. (See Placement and Availability of Epinephrine and Transportation to Hospital Emergency Room.)
- C. Sign a statement acknowledging that the BOE shall incur no liability as a result of any injury arising from the self-administration of the epi-pen or other auto-injector mechanism by the school nurse or designee to the pupil. The parents/guardians shall indemnify and hold harmless the BOE, district and its employees or agents against any claims arising out of the self-administration of medication by the pupil.

The school district shall:

- A. Inform the pupil and his/her parent(s)/guardian(s) that permission is effective for the school year for which it is granted and must be renewed for each subsequent year upon fulfillment of the requirements listed above;
- B. Inform parents/guardians in writing that the BOE, the district and its employees or agents shall incur no liability as a result of any injury arising from the self-administration of medication;
- C. Inform the student and his/her parent(s)/guardian(s) that if the student is permitted to carry an inhaler, it is the student's responsibility to ensure it is safe and secure and only utilized by the student when needed and in accordance with the prescribed treatment plan;
- D. Maintain the right to revoke a pupil's permission to self-medicate if he/she has failed to comply with all conditions of this policy and/or violated in any way the tenets of the agreement to self-medicate. The CSA shall confer with the school physician and school nurse prior to recommending termination of a pupil's permission of self-medicate and shall also consult with the pupil, the pupil's parent(s)/guardian(s) and the pupil's physician.

Emergency Administration of Epinephrine

The BOE shall permit the school nurse or substitute school nurse to administer epinephrine via epi-pen or other pre-filled auto-injector mechanism in emergency situations. In their absence, a designee or designees who are employees of the BOE may do so.

The designees must be properly trained by the school nurse in the administration of the epi-pen or other pre-filled auto-injector mechanism using the standardized training protocol designated by the State Department of Education. Each designee shall receive individual training for each pupil for whom he/she is designated.

If the specified procedures are followed, the district, its employees, and agents shall have no liability as a result of any injury arising from the administration of the epi-pen or other pre-filled auto-injector mechanism to the pupil.

Parents/guardians shall provide the BOE or its designee with the following:

- A. Written orders from the physician that the pupil requires the administration of epinephrine for anaphylaxis and does not have the capability for self-administration of the medication;
- B. Written permission for the administration of epinephrine via epi-pen or the pre-filled auto-injector mechanism by the school nurse or designee(s); and
- C. A signed statement acknowledging their understanding that if the specified procedures are followed, the BOE shall have no liability as a result of any injury from the administration of the epi-pen or other auto-injector mechanism by the school nurse or designee(s) to the pupil. Furthermore, the BOE, the district, its employees and agents shall be indemnified and held harmless against any claims arising out of the administration of the epi-pen or other auto-injector mechanism to the pupil.

Permission for the administration of epinephrine via epi-pen or other pre-filled auto-injector mechanism shall be granted annually and must be renewed each school year upon the fulfillment of the above requirements.

Placement and Availability of Epinephrine, and Transportation to Hospital Emergency Room

Pursuant to P.L. 2007,C. 57, school policy requires:

- A. The placement of a pupil's prescribed epinephrine in a secure but unlocked location easily accessible by the school nurse and designees to ensure prompt availability in the event of an allergic emergency at school or at a school-sponsored function. The location of the epinephrine shall be indicated on the pupil's emergency care plan. Back-up epinephrine shall also be available at the school if needed;

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- B. The school nurse or designee to be promptly available on site at the school and school-sponsored functions in the event of an allergic reaction; and
- C. The transportation of the pupil to a hospital emergency room by emergency services personnel after the administration of epinephrine, even if the pupil's symptoms appear to have resolved.

It may be noted on the pupil's emergency medical plan that a particular pupil may be permitted, with parental permission and physician recommendation, carry and self-administer epinephrine.

Automated External Defibrillator(AED) Use in Case of Emergency

Policy 5141.5(Automated External Defibrillator) should be reviewed by all those who may be involved in the administration of medication.

Implementation

The BOE may adopt additional regulations on all aspects of the administration of medication.

Miscellaneous

Included in this policy as attachments are copies of necessary documents required by the school health office in order for the Long Hill Township School District to administer or permit self-administration of medication during school hours or functions as defined above:

1. Authorization for Self-Administration of Medication;
2. Asthma Action Plan;
3. Medication Letter;
4. Health Office Emergency Card
5. Letter to Parents – Epi-Pen

First reading: February 9, 2009

Second reading: February 23, 2009

Legal References:

- N.J.S.A. 18A:11-1 General mandatory powers and duties
N.J.S.A. 18A:40-1 Employment of medical inspectors, optometrists and nurses; salaries;
 terms, rules
N.J.S.A. 18A:40-3.2
 et seq. Medical and Nursing Personnel
N.J.S.A. 18A:40-4 Examination for physical defects and screening of hearing
 of pupils
N.J.S.A. 18A:40-7 Exclusion of pupils who are ill
N.J.S.A. 18A:40-12.3
through -12.4 Self-administration of medication by pupil; conditions
N.J.S.A. 18A:40
 -12.5 Policy for emergency administration of epinephrine to
 public school pupils
N.J.S.A. 18A:40
 -12.6 Administration of epinephrine; primary responsibility;
 parental consent
N.J.S.A. 18A:40
 -12.7 Nebulizer
N.J.S.A. 18A:40
 -12.8 Administration of asthma medication by school nurse
 through nebulizer; training; pupil asthma treatment plan
N.J.S.A. 18A:54-20 Powers of board (county vocational schools)
N.J.S.A. 45:11-23 Definitions
N.J.A.C. 6A:16-1.1
 et seq. Programs to Support Student Development
See particularly:
N.J.A.C. 6A:16-1.3, 4(a),-2.1,-2.2,-2.3,-2.4

Bernards Township Education Association v. Bernards Township Board of Education,
1981 S.L.D. (9/29/81), aff'd State Board, 1982 S.L.D. 4/7/82, aff'd App. Div.,
unpublished opinion (A-4211-81T3, 5/18/83)

Communications Workers of America, Local 1033, On behalf of Karen Norton, Barbara
Woolston, Mary Ellen Schoen et al. v. New Jersey State Department of Education, Marie
H. Katzenbach School for the Deaf, State Board Docket #52-91.
Policy Advisory #1 on N.J.S.A. 18A:40-12.3 et seq. Self-Administration of Medication
By a Pupil, New Jersey State Department of Education, June 5, 1995

Protocol and Implementation Plan for the Emergency Administration of Epinephrine by a Delegate Trained by the School Nurse, New Jersey State Department of Education, October, 1998

P.L. 2007, c.57 amends N.J.S.A. 18A:40-12 to encourage recruitment and training of additional school employees to administer epinephrine and the placement of a pupil's prescribed epinephrine in a secure but unlocked location easily accessible by the school nurse and designees to ensure prompt availability in the event of an allergic emergency at school or at a school-sponsored function. Two NJDOE documents give specific ideas and best practices to implement P.L. 2007, c.57.

- A. Training Protocols for the Emergency Administration of Epinephrine (9/08)
- B. Guidelines for the Management of Life-Threatening Food Allergies in Schools (9/08)

Possible Cross References:

- *5131.6 Drugs, alcohol, tobacco (substance abuse)
- *5141 Health
- *5141.1 Accidents
- *5141.2 Illness
- *5141.3 Health examinations and immunizations
- *5141.5 AED (Automated External Defibrillator) Use in Case of Emergency
- *5141.22 Anaphylaxis to Food and other Substances
- *6153 Field trips

*Indicates policy is included in the Critical Policy Reference Manual.