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5330. Administration of Medication (M)

The Board of Education disclaims any and all responsibility for the diagnosis and treatment of the illness of any pupil. At the same time, the Board recognizes that a pupil's attendance may be contingent upon the timely administration of medication duly prescribed by a medical provider. The Board will permit the dispensation of medication in school only when the pupil's health and continuing attendance in school so require and when the medication is administered in accordance with this policy.

For the purpose of this policy, the following definitions apply:

1. "Medication" means any prescription drug or over-the-counter (OTC) medicine or nutritional supplement.
2. "Administration" means the taking of any medication by inhalation, ingestion, injection, insertion, or application to any part of the body or the giving of direct physical assistance to the person who is inhaling, ingesting, injecting, inserting, or applying medication.
3. "Self-administration" means carrying and taking medication approved through the school district Administration of Medication policy and restricted to pupils with asthma, anaphylaxis, diabetes, and other life-threatening illnesses.
4. "Life threatening illness" means an illness or condition that requires an immediate response to specific symptoms or sequelae, which if left untreated, may lead to potential loss of life (i.e. adrenaline injection in anaphylaxis.)
5. "A pre-filled single dose auto-injector mechanism containing epinephrine" is defined as a medical device used for the emergency administration of epinephrine to a pupil for anaphylaxis.
6. "Certified School Nurse means a person who holds a current license as a registered professional nurse from the State Board of Nursing and is employed by the district, and who is certified as a school nurse by the Department of Education in accordance with N.J.A.C. 6A:9-13-13.3 and 13.4.
7. "Substitute School Nurse" means a person who holds a current license as a registered professional nurse from the State Board of Nursing and who has been issued a county substitute certificate to serve as a substitute for a certified school nurse in accordance with N.J.A.C. 6:11-4.5.
8. "School physician" means a physician with a current license to practice medicine or osteopathy from the New Jersey Board of Medical Examiners who works under contract or as an employee of the district. This physician is referred to as the medical inspector in N.J.S.A. 18A:40-4.1.
9. "Advanced practice nurse" means a person who holds current certification as nurse practitioner/clinical nurse specialist from the State Board of Nursing in accordance with N.J.A.C. 13:37-7.2 and 7.4.

Administration of Medication

No medication will be administered to pupils in school except by the school physician, a certified school nurse, a substitute school nurse employed by the district, or the pupil's parent(s) or legal guardian(s). Medication must be delivered to the school nurse by the pupil's parent(s) or legal guardian(s). The medication must be brought to the school nurse in the original container labeled by the pharmacy or health care provider. The Board requires the written order of the health care provider which shall include:

- A. Pupil's name
- B. Name of medication
- C. The purpose of the medication
- D. The dosage and frequency of the medication
- E. The length of time for which medication is prescribed
- F. The possible side effects of the medication
- G. Any known drug/food or other allergies significant to the pupil
- H. Notification of when medication is discontinued

These documents shall be kept on file in the office of the certified school nurse. The certified school nurse, in consultation with the school physician, shall develop procedures for the administration of medication which provide that:

1. All medication shall normally be administered by the certified/substitute school nurse. In emergency situations, however, pupils may be permitted to self-administer medication when the certified/substitute nurse or parent/guardian is not present, provided a health care provider authorizes such self-administration, and the parent/guardian releases the school district of any and all liability.
2. The privilege of self-administration of medication may be revoked if the student fails to follow their health care providers instruction for that medication exactly as written, or fails to comply with school policy.
3. No medication (i.e. prescription or over-the-counter) will be brought into school without proper completion of the School Medication Form. The School Medication Form shall be completed by the parent(s) or legal guardian(s) as well as the health care provider and remain on file in the certified school nurse's office.
4. Medications shall be securely stored and kept in the original labeled container in the nurse's office.
5. The certified school nurse shall maintain a record of the name of the pupil to whom medication is to be administered, the prescribing health care provider, the dosage and timing of medication and a notation of each instance of administration. In addition, the nurse shall maintain back-up supply of epinephrine at the school if needed.

6. The certified school nurse may report to the parent/guardian, school physician, or private health care provider any pupil who appears to be affected adversely by the administration of medication.
7. The school physician may also issue standing orders to the school nurse regarding the administration of medication.
8. Medication no longer required must be promptly removed by the parent(s) or legal guardian(s). After reasonable efforts to have the parent(s) or legal guardian(s) retrieve the medication have failed, any unused medication that remains in the school at the end of the school year or two school weeks after the pupil stops taking the medication, whichever occurs first, must be destroyed or discarded by the school nurse, in accordance with proper medical controls.
9. When a pupil attends a school-sponsored event at which medication may be required (such as an outdoor field trip or athletic competition) and the certified school nurse cannot be in attendance, the pupil's parent(s) or guardian(s) will be invited to attend. If neither the certified school nurse nor the parent(s) or legal guardian(s) can attend and the pupil does not have permission to self administer medication and the risk that the pupil may suffer significant injury from lack of medication is substantial, the pupil may be excused from the event.
10. No medication will be administered to pupils in school except by the school physician, a certified school nurse, a substitute school nurse employed by the district, the pupil's parent(s) or legal guardian(s) and other school employees trained and designated by the certified school nurse to administer epinephrine or glucagon in an emergency pursuant to N.J.S.A. 18A:40-12.5 and 12.6 or N.J.S.A. 18A:40-12.11-21.
11. Each school in the district shall have and maintain for the use of pupils at least one nebulizer in the office of the certified school nurse or a similar accessible location.
12. Each certified school nurse or other persons authorized to administer asthma medication will receive training in airway management and in the use of nebulizers and inhalers consistent with the State Department of Education regulations.
13. Every pupil that is authorized to use a nebulizer must have an asthma treatment plan prepared by the pupil's health care provider which shall identify, at a minimum:
 - a. asthma triggers
 - b. the treatment plan
 - c. other such elements as required by the Department of Education

Self-Administration of Medication

Self-administration of medication by pupils is permitted in accordance with N.J.S.A. 18A:40-12.3. A pupil is only permitted to self-administer medication for asthma or other potentially life-threatening illnesses as defined by the Department of Education, New Jersey Statutes Annotated and New Jersey Administrative Code. Permission for self-administration of medication must comply with the conditions set forth in Regulation 5330.

The certified school nurse in consultation with the school doctor shall develop procedures for the self-administration of medication which provide that:

1. The Board shall inform the parent(s) or legal guardian(s) of the pupil in writing that the school district, the Board, and its employees or agents shall incur no liability as a result of any injury arising from the self-administration of medication by the pupil.
2. The parent(s) or legal guardian(s) of the pupil have signed a statement acknowledging that the school district shall incur no liability as a result of any injury arising from the self-administration of medication by the pupil and that the parent(s) or legal guardian(s) shall indemnify and hold harmless the school district, the Board, and its employees or agents from any and all claims arising out of the self-administration of medication.
3. The parent(s) or legal guardian(s) of the pupil must provide the Board with a signed written certification from the health care provider of the pupil 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. The written certification must include:
 - a. The pupil's name
 - b. The name of the medication
 - c. The purpose of the medication
 - d. The dosage and frequency of the medication
 - e. The possible side effects of the medication
 - f. Any known drug/food or other allergies significant to the pupil
 - g. Notification when medication is discontinued
4. Time being of the essence in cases of asthma and other potentially life-threatening illness, all medications to be self-administered by a pupil must be kept in the pupil's possession. It is the responsibility of the parent(s) or legal guardian(s) to assure that approved self-administered medication is in the pupil's possession.
5. No pupil may possess medication for self-administration unless the School Medication Form has been completed and maintained on file in the certified school nurse's office.
6. Every pupil that is authorized to use self-administered asthma medication pursuant to N.J.S.A. 18A:40-12.3 must have an asthma treatment plan prepared by the pupil's health care provider which shall identify, at a minimum:
 - a. asthma triggers
 - b. the treatment plan
 - c. other such elements as required by the Department of Education
7. Permission to self-administer one medication shall not be construed as permission to self-administer other medication.
8. Pupils who are permitted to self-administer medications must secure their medication in such a manner that the medication will not be available to other pupils.
9. Permission shall only be effective for the school year in which it is granted, and will be reviewed for each subsequent school year upon fulfillment of the requirements stated in N.J.S.A. 18A:40-12.5

10. Parent(s)/guardian(s) is responsible for replacing medication when it has expired or supplies (i.e. diabetic supplies) have been utilized.
11. Parent(s)/guardian(s) shall notify the certified school nurse of any extra-curricular activity in which their child is attending and/or participating in order for the school nurse to plan for the safety of the pupil.
12. When practicable, self-administration of medication should be observed by the certified school nurse.

Administration of Emergency Medications

The Haddon Township Board of Education recognizes that anaphylaxis is a life-threatening emergency and requires prompt intervention to insure the health and safety of pupils. The Board further recognizes that a certified school nurse may not always be immediately available to assess the severity of an allergic reaction and to administer epinephrine to treat the anaphylaxis in a pupil known to suffer from this life threatening condition. The Board directs the certified school nurse in compliance with P.L. 2007, c.57 and N.J.S.A.18A:40-12.6 to delegate and train other volunteer employee(s) to administer epinephrine via an auto injector to a pupil for anaphylaxis. These agents of the Board will be chosen in consultation with the principal and Board of Education. The Board assumes no responsibility for making the diagnosis of anaphylaxis. That responsibility rests with the pupil's own health care provider.

Written orders signed by the pupil's health care provider for the use of a pre-filled single dose auto-injector mechanism containing epinephrine must be provided indicating if the student has the capability for self-administration. Written orders signed by the pupil's health care provider should also include the following:

1. The pupil's name
2. The name of the medication
3. The purpose of the medication
4. The dosage and frequency of the medication
5. The possible side effects of the medication
6. Notification if medication is discontinued

The certified school nurse shall have the primary responsibility for the administration of a pre-filled single dose auto-injector mechanism containing epinephrine. However, the certified school nurse shall designate, in consultation with the Board, Superintendent or Principal, another employee of the district trained by the certified school nurse in accord with the "Training Protocols for the Implementation of Emergency Administration of Epinephrine" issued by the New Jersey Department of Education, to administer the pre-filled single dose auto-injector mechanism containing epinephrine when the school nurse is not physically present at the scene. The pupil's parent(s) or legal guardian(s) must consent in writing to the designated person if applicable. In addition, the parent(s) or legal guardian(s) must be informed that the school district has no liability as a result of any injury arising from the administration of a pre-filled single dose auto-injector mechanism containing epinephrine, and the parent(s) or legal guardian(s) must sign a statement that shall indemnify and hold the district and employees harmless against any claims arising from the administration of a pre-filled single dose auto-injector mechanism containing epinephrine. The permission for the emergency administration of epinephrine via a pre-filled single dose auto-injector

mechanism containing epinephrine to pupils for anaphylaxis is in effect for the school year it is granted and must be renewed for each subsequent school year.

Records

The certified school nurse shall include the following in the pupil's health record:

1. The approved written request for the administration or self-administration of medication
2. A record of each instance of the administration of the medication by the certified/substitute school nurse
3. A record of reports by teachers, coaches, and other individuals in charge of school activities who report pupil self-administration of medication
4. Any side effects that resulted from the administration of medication; and
5. Whether the supply of medication provided in cases where the medication is to be administered by the certified/substitute school nurse was exhausted or the parent(s) or legal guardian(s) removed the medication or, if the parent(s) or legal guardian(s) failed to remove the medication, the medication was destroyed and the date on which that occurred.

Notification

1. The certified school nurse may provide the Principal and other teaching staff members concerned with the pupil's educational progress with information about the medication and administration (with parent/guardian permission) when such release of information is in the pupil's best educational interest.
2. The certified school nurse will provide teachers, coaches, and other individuals in charge of school activities with a list of pupils who have been given permission to self-administer medication.
3. Pupils self-administering medication shall report each incident to a teacher, coach, or other individual designated by the school nurse who is supervising the pupil during the school activity when the pupil self-administers. These designated individuals shall report such incidents to the school nurse within twenty-four (24) hours of the self-administration of medication.
4. The certified school nurse will inform the pupil's parent(s) or legal guardian(s) of any difficulty in the administration of medication or any untoward side effects. This should be discussed with parent(s)/guardian(s) and recommend they contact their health care provider.
5. The certified school nurse will report to the school physician any pupil who appears to be adversely affected by the medication. This should be discussed with the primary health care provider and parent(s) or legal guardian(s).

Care of Students with Diabetes

The Board of Education recognizes that for students with diabetes, hypoglycemia is a life-threatening emergency and requires prompt intervention to insure their health and safety. The Board further recognizes that a certified/substitute school nurse may not always be immediately available to assess the severity of a hypoglycemic reaction and to administer glucagon via injection in a student known to suffer from diabetes. The Board directs the certified school nurse in compliance with N.J.S.A. 18A:40-12.11-21 to designate and train additional employee(s) who volunteer to administer glucagon via injection to a student with diabetes who is experiencing severe

hypoglycemia. The Board assumes no responsibility for making the diagnosis of diabetes. That responsibility rests with the student's own medical provider.

Written orders signed by the pupil's medical provider for the use of glucagon must be provided stating the name of the medication, the purpose of its administration to the specific pupil for whom it is intended, its proper timing and dosage, its possible side effect, and the time when its use will be discontinued.

The certified/substitute school nurse shall have the primary responsibility for the administration of glucagon via injection to a pupil with severe hypoglycemia. However, the certified school nurse shall designate, in consultation with the Board or the Superintendent, additional employee(s) of the district who volunteer to be trained by the certified school nurse in accord with "Action Steps: Care of the Student with Diabetes in New Jersey Public Schools," issued by the New Jersey Department of Education, to administer glucagon when the certified/substitute school nurse is not physically present at the scene. The pupil's parent(s) or legal guardian(s) must consent in writing to the designated person if applicable. In addition, the parent(s) or legal guardian(s) must be informed that the school district has no liability as a result of any injury arising from the administration of glucagon, and the parent(s) or legal guardian(s) must sign a statement that shall indemnify and hold the district and employees harmless against any claims arising from the administration of glucagon. The permission for the emergency administration of glucagon via injection to pupils for severe hypoglycemia is in effect for the school year it is granted and must be renewed for each subsequent school year.

Legal References:

N.J.S.A. 18A:6-1.1; 18A:40-3.1; 18A:40-6; 18A:40-7; 18A:40-12.3; 18A:40-12.4; 18A:40-1; 18A:40-12.6

N.J.S.A. 18A:40-12.7; 18A:40-12.8

N.J.S.A. 45:11-23

N.J.A.C. 6A:16-2.3(b)

N.J.A.C. 13:37-7.2, 7.4

New Jersey Department of Education, "Training Protocols for the Implementation of Emergency Administration of Epinephrine", 16, November 1998

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