

<p align="center"><b>DANBURY PUBLIC SCHOOLS</b> Danbury, Connecticut</p>	<p align="center"><b>REGULATIONS</b></p>	
<p><b><i>ADMINISTRATION OF MEDICATION BY SCHOOL PERSONNEL</i></b></p>	<p>Approved: 1/14/2004 Revised: 3/16/11</p>	<p>Policy No. 7-143.1</p>
<p>A. Prescribed medications may be administered by a qualified school nurse or in the absence of a licensed nurse, qualified personnel for school.</p> <p>B. Medication shall be administered only 1) when there is a written order from an authorized prescriber 2) written authorization from a parent or guardian 3) written permission of the parent or guardian for the exchange of information between the prescriber and the school nurse to ensure the safe administration of such medications</p> <p>C. Prescribed medication shall be administered to and taken by only the person for whom the prescription has been written.</p> <p>D. Qualified personnel for school may administer oral, topical, intranasal or inhalant medication only after proper training in the administration of medication.</p> <p>E. Medications, including medication administered with a cartridge injector may only be administered by qualified personnel for schools or paraprofessionals, to students with a medically diagnosed allergic condition which may require prompt treatment to protect student against serious harm or death; if they have been properly trained in the administration of a cartridge injector.</p> <p>F. Coaches and licensed athletic trainer may administer medications during intramural and interscholastic events for select students for whom self-administration plans are not viable only for 1) inhalant medications required to treat respiratory conditions and 2) medications administered with a cartridge injector for students with a medically diagnosed allergic condition.</p> <p>G. Acetaminophen may be administered by the school nurse to students with written permission from a parent or guardian, and with an order from an authorized prescriber.</p> <p>H. Investigational drugs or research or study medications can only be administered by a qualified nurse.</p> <p>I. All controlled drugs currently listed in schedule 2 through 5 of the regulations of CT state agencies, section 21a-24b-8 through 21a-24b-11 may be administered in school.</p> <p>J. Prior to each time a medication is administered, the following five “R’s” are checked:</p> <p>Right Start – Student will independently state name for the qualified nurse or qualified school personnel, administering the medication. If there remains any question as to the student’s identity, written or verbal documentation may be requested from the classroom teacher:</p> <ol style="list-style-type: none"> <li>1. Right medication</li> <li>2. Right dosage</li> <li>3. Right time</li> <li>4. Right route (oral, inhaled, intranasal or topical)</li> </ol> <p>K. The following information will be available in each health office in the event of medication emergency.</p> <ol style="list-style-type: none"> <li>1. Poison Control Information Center number</li> <li>2. Students' physician or emergency room to contact in the event of a medication emergency.</li> <li>3. Responsible person for decision making in the absence of the school nurse.</li> </ol>		

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(Legal Reference: Connecticut General Statutes - 10-2 12a 2)

**TRAINING IN THE ADMINISTRATION OF MEDICATION BY SCHOOL PERSONNEL**

The qualified personnel for schools, in the absence of a school nurse who administer medications shall be trained in the correct method of administration, safe handling, storage and documentation of medication administration.

The qualified personnel for schools shall be trained to recognize the therapeutic effects and adverse reactions to each student’s medication plan including the name and generic name of each medication, indication for medication, dosage, routes, and time and frequency of administration medication prescribed and the management of emergency situations that may arise.

Training shall be conducted by a registered nurse. Such training shall be annually reviewed and updated. A list of trained personnel will be maintained by the Board of Education.

Documentation of administration of medication training shall be maintained and include 1) dates of training 2) content of training 3) individuals who have successfully completed medication training for the current year and 4) names and credentials of nurse trainer or trainers.

(Legal Reference: Connecticut General Statutes - 10-2 12a 3)

**SELF ADMINISTRATION OF MEDICATIONS**

The Board of Education shall permit those students who have a verified chronic medical condition and are deemed capable to self administer prescribed emergency medication, including rescue asthma inhalers and cartridge injectors for medically-diagnosed allergies, to self administer such medication, and may permit such students to self administer other medications, excluding controlled drugs as defined in section 10-212a-1 of the regulations of Connecticut State Agencies, provided:

- A. An authorized prescriber provides a written medication order including the recommendation for self administration.
- B. Written permission is provided from the parent or guardian or eligible student, allowing self-administration.
- C. The school nurse has evaluated the situation and documented on the student's cumulative health record that self-administration is safe and appropriate including that the student:
  - 1. Is capable of identifying and selecting the appropriate medication by size, color, amount or other label identification.
  - 2. Knows the frequency and time of day the medication is ordered
  - 3. Can identify the presenting symptoms that require medication
  - 4. Administers the medication appropriately
  - 5. Maintains safe control of the medication at all times
  - 6. Seeks adult supervision whenever warranted
  - 7. Cooperates with the medication plan
  - 8. The school nurse has reviewed the medication order and parental authorization, developed an appropriate plan for self administration, including provisions for general supervision and documented the plan in the students’ health record. The plan will be shared with the principal and teachers as appropriate.
  - 9. Medication is transported by the student to the school and maintained under the student’s

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- control at all times.
10. Self administration of controlled substances, as defined in section 10-212a-1 of the Regulation of CT. State Agencies, may be considered for extraordinary situations, such as international field trips, and will be approved by the coordinator of health services and medical advisor in advance and an appropriate plan will be developed.
  11. In the case of inhalers for asthma and cartridge injectors for medically diagnosed allergies, the school nurse's review of a students competency to self administer inhalers for asthma and cartridge injectors for medically diagnosed allergies in the school setting shall not be used to prevent a student from retaining and self administering inhalers for asthma and cartridge injectors for medically diagnosed allergies. Students may self administer medication with only the written authorization of an authorized provider and written authorization from a parent or guardian or eligible student.
  12. Student is advised regarding Board of Education Policy for medication administration.

(Legal Reference: Connecticut General Statutes - 10-2 12a 4)

**HANDLING STORAGE AND DISPOSAL OF MEDICATIONS**

- A. All Medications, except those approved for self administration, shall be delivered to the school by the parent, guardian, or responsible adult in the original container clearly marked with the student's name, date, name of medication, authorized prescriber and directions for administration. This must be accompanied by a completed medication order and permission form. The medication and accompanying documents must be delivered to the school nurse, or in the absence of the school nurse a qualified personnel for school (principal or teacher) trained in medication administration. The medication may not be received by any other individual. The school nurse will examine medication and authorization form to develop a plan for administration.
  1. Establish who will administer medication in the absence of the nurse and provide necessary training (in-service).
  2. Establish when medication will be administered and make necessary arrangements for accessibility of student.
  3. Complete administration of medication record form and place in appropriate area.
  4. Establish that no more than a three month supply of medication is received.
- B. Except if otherwise determined by a student's emergency care plan, emergency medications shall be stored in an unlocked, clearly labeled and readily accessible cabinet or container in the health room during school hours under general supervision of the school nurse, or in the absence of the school nurse, the principal or the principal's designee who has been trained in the administration of medication. Emergency medications will be locked beyond the regular school day or program hours.

All other non controlled medications, except those approved for self administration, shall be kept in a designated locked container, cabinet or closet used exclusively for the storage of medication.

In the case of controlled substances, they shall be stored separately from other medication in a separate, secure, substantially constructed locked metal or wood cabinet pursuant to Section 21a-262-8 of the Regulations of Connecticut State Agencies.

Access to all stored medication shall be limited to persons authorized to administer medications.

At least two sets of keys for the medication cabinets shall be maintained for each school building.

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One set of keys shall be maintained under the direct control of the school nurse and an additional set shall be under the direct control of the principal.

Medication requiring refrigeration shall be stored as follows: In a refrigerator at no less than 36 degrees F and no more that 46 degrees F. The refrigerator shall be located in a health office that is maintained for health services with limited access. Non-controlled medications may be stored directly on the shelf of the refrigerator. Controlled medications shall be stored in a locked box which is affixed to the refrigerator wall.

- C. All unused, discontinued, or obsolete medications shall be removed from storage areas and either returned to the parent or guardian, or if the medication cannot be returned to the parent or guardian, the medication will be destroyed in collaboration with the school nurse.

Non controlled medication shall be destroyed in the presence of at least one witness.

Controlled drugs shall be destroyed pursuant to section 21a-262-3 of the Regulations of Ct. State Agencies.

Accidental destruction or loss of controlled drugs must be verified in the presence of a second person, including confirmation of the presence or absence of residue and jointly documented on the student’s medication and on a medication error form pursuant to section 10-212a(b) of the Connecticut General Statutes. If no residue is present notification must be made to the Coordinator of Health Services and the Department of Consumer Protection.

No More than a 3-month supply of a medication for a student shall be stored at the school.

No medication for a student shall be stored at a school without a current written order from an authorized prescriber.

(Legal Reference: Connecticut General Statutes - 10-212a 5)

**DOCUMENTATION AND RECORD KEEPING**

- A. Each school where medications are administered shall maintain a medication administration record for each student who receives medication during school hours.
- B. Medication administration records shall include:
  1. Student’s name
  2. Name of medication
  3. Dosage of medication
  4. Route of administration
  5. Frequency of administration
  6. Name of authorized prescriber
  7. The dates for initiating and terminating the administration of the medication including extended year programs
  8. The quantity received Verified by the adult delivering the medication
  9. The date the medication is to be reordered
  10. Any student allergies to food and/or medicine
  11. The date and time of administration or omission, including reason for omission
  12. The full written or electronic legal signature of person administering medication

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<p>13. For controlled medication, a medication count which should be conducted and documented at least once a week and cosigned by the assigned nurse and a witness.</p> <p>C. Transactions shall either be recorded in ink which cannot be altered or recorded electronically in a record that cannot be altered.</p> <p>D. All medication administration records shall be made available to the State Department of Health upon request.</p> <ol style="list-style-type: none"> <li>1. The completed medication administration record for non-controlled medication, may be destroyed in accordance with section M8 of the Connecticut Municipality Record Retention Schedule as long as it is superseded by a summary in the student health record.</li> <li>2. The completed medication administration record for controlled medications shall be maintained in the same manner as the non-controlled medications. In addition, a separate medication administration record needs to be maintained in the school for three years pursuant to section 10-212a of the Connecticut General Statutes.</li> </ol> <p>E. The written order of the authorized prescriber, the written authorization of the parent or guardian and the written permission for exchange of information by the prescriber and the school nurse shall be filed in the student's cumulative health record.</p> <p>F. An authorized prescriber's verbal order, including a telephone order for a change in any medication can be received only by a school nurse. Any such verbal order must be followed by a written order, which may be faxed, within three school days.</p> <p>G. Procedure for Medication Errors:</p> <ol style="list-style-type: none"> <li>1. Determine potential for injury</li> <li>2. Call 911 if applicable</li> <li>3. Call poison control center if applicable (1-800-222-1222)</li> <li>4. Follow directions of Poison Control, note who you spoke to , time call was made, what directions were given, and what actions you took.</li> <li>5. Call prescribing practitioner, follow directions if applicable.</li> <li>6. Notify school nurse.</li> <li>7. Notify Coordinator of Health Services</li> <li>8. Notify parent or guardian</li> <li>9. Notify principal/administrator</li> <li>10. Monitor student until EMS arrives if applicable</li> <li>11. Complete Medication Error Report</li> <li>12. Document incident in the student's electronic record</li> <li>13. Send completed report to the Coordinator of Health Services</li> </ol> <p>H. Medication Errors - Definitions: Failure to do any of the following as ordered is considered an error in medication administration:</p> <ol style="list-style-type: none"> <li>1. Administer the medication to the student</li> <li>2. Administer medication within the time designated by the prescribing practitioner</li> <li>3. Administer the specific medication prescribed for a student</li> <li>4. Administer the correct dosage of medication</li> <li>5. Administer medication by the proper route</li> <li>6. Administer medication according to generally accepted nursing practice or pharmacological standard.</li> </ol>		

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<p>(Legal Reference: Connecticut General Statutes - 10-212a -1)</p> <p><b><u>SUPERVISION</u></b></p> <p>The school nurse is responsible for general supervision of administration of medications by the qualified school staff that have been designated to administer medication.</p> <p>Availability on a regularly scheduled basis to:</p> <ol style="list-style-type: none"> <li>1. Provide training to qualified school staff and other nursing personnel on a yearly basis.</li> <li>2. When an order for medication arrives at the school for the first time, the principal or teacher shall contact the school nurse immediately. The school nurse will complete the following tasks prior to the person giving the medication. The school nurse shall: <ul style="list-style-type: none"> <li>- review the medication form</li> <li>- check the medication bottle for proper label</li> <li>- check the contents of the bottle to be sure it is the proper medication and note the amount of medication on the medication log</li> <li>- initiate the individual medication log</li> <li>- (develop or review the drug data card with the person giving the medication)</li> <li>- set up the schedule for giving the medication. Knowledge of the schedule shall include the person responsible for the administration of the medication, the student and teacher.</li> </ul> </li> <li>3. The school nurse shall provide training to qualified personnel for schools and assess that the qualified personnel are qualified are competent to administer medications. Review with person responsible for giving the medication: <ol style="list-style-type: none"> <li>a. proper handling and storage of medication</li> <li>b. proper documentation</li> <li>c. developing communication system for: <ul style="list-style-type: none"> <li>- questions about medication,</li> <li>- any change in behavior or physical status,</li> <li>- any error in the administration of medication,</li> <li>- changes in appearance of medication,</li> <li>- failure of the student to comply with medication protocol,</li> <li>- missing medications.</li> </ul> </li> </ol> </li> <li>4. The school nurse shall be responsible for: <ol style="list-style-type: none"> <li>a. observing the new person giving medications for the first time and providing appropriate follow-up, at least twice yearly to assure continued competence</li> <li>b. reviewing all documentation of medications monthly</li> <li>c. observing the effects of medication especially medication given to alter classroom behavior</li> <li>d. communicating with the prescribing physician</li> </ol> </li> <li>5. The school nurse shall attend CST/PPT meetings for any child placed on long term medication.</li> </ol> <p>(Legal Reference: Connecticut General Statutes 10-212a 7)</p>		

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**MEDICATION TO BE ADMINISTERED ON FIELD TRIPS**

- A. The school nurse may prepare a single dose of medication, place it in an appropriate labeled envelope and give it to the qualified school personnel designated to administer the medication during a field trip.
- B. Proper training guidelines for administration of medication apply.
- C. The qualified school personnel who administer the single dose of medication must document this on the individual medication administration record.
- D. Any medication transported on a field trip will be stored in a safe manner, either on the person who will administer the medication or in a locked box placed in a safe location.

**ADMINISTRATION OF MEDICATIONS BY PARAPROFESSIONALS**

Paraprofessionals, in the absence of a school nurse, may only administer medications to a specific student in order to protect that student from harm or death due to a medically diagnosed allergic condition according to the following:

- A. With the approval of the school medical advisor and school nurse, in conjunction with the coordinator of Health Services and and, under the supervision of the school nurse.
- B. With proper medication authorization from the authorized provider
- C. With parental permission to administer the medication in school
- D. With medications necessary for prompt treatment of an allergic reaction, including but not limited to a cartridge injector
- E. With proper training and supervision from the school nurse which shall include all elements of medication training.

**ADMINISTRATION OF MEDICATIONS BY COACHES AND LICENSED ATHLETIC TRAINERS DURING INTRAMURAL AND INTERSCHOLASTIC EVENTS**

During intramural and interscholastic athletic events, a coach or licensed athletic trainer may administer medication for select students for whom self administer plans are not viable options as determined by the school nurse for inhalant medications prescribed to treat respiratory conditions and medications administered with a cartridge injector for students with a medically diagnosed allergic condition which may require prompt treatment to protect the student against serious harm or death provided the following requirements have been met:

- A. The coach or licensed athletic trainer shall be trained in:
  - 1. The general principals of the administration of medication applicable to receiving, storing and assisting with inhalant medications or cartridge inject medications and documentation
  - 2. The student’s specific need for assistance according to the individualized medication plan.

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<p>B. The school nurse shall provide a copy of the authorized prescriber’s order and the parental permission form to the coaches</p> <p>C. The parent or guardian shall provide to the coach or licensed athletic trainer the medication in accordance with the regulations for bringing medications to school. This medication shall be stored separately from the medication stored in the school health office for use during the school day.</p> <p>D. The coach or licensed athletic trainer shall agree to the administration of emergency medication and shall implement the following:</p> <ol style="list-style-type: none"> <li>1. Medication shall be stored in containers for the exclusive use of holding medication</li> <li>2. Medication shall be stored in a container that preserves the integrity of the medication</li> <li>3. Medication shall be stored in a locked and secured cabinet when not in use at athletic events</li> </ol> <p>E. Errors in the administration of medication by a coach or athletic trainer shall be handled in the same way as other medication errors.</p> <p>F. Documentation of any administration of medication by a coach or licensed athletic trainer shall be on a separate medication administration record and maintained in the athletic department and submitted to the school nurse at the end of the school nurse</p> <p>G. Administration of cartridge injector medication shall be reported to the school nurse at the earliest possible time but no later than the next school day. All other medication administration shall be reported to the school nurse at least monthly.</p>		
<p><b><u>ADMINISTRATION OF MEDICATION IN BEFORE AND AFTER SCHOOL PROGRAMS</u></b></p>		
<p>A. On an annual basis the Before and After school administrator in collaboration with the Coordinator of Health Services will determine the level of nursing services needed including the administration of medication plans in these programs.</p> <p>B. Administration of medication shall only be provided when it is medically necessary for students to access the program and maintain their health status while participating in the program.</p> <p>C. Directors, lead teachers, or the director’s designee may administer oral, topical, intranasal or inhalant medications.</p> <p>D. Training in medication administration shall be done by a licensed school nurse annually and will include all components of training of qualified school personnel who administer medication in school.</p> <p>E. No medication shall be administered without : 1) the written order of an authorized provider 2) the written authorization of a parent or guardian or an eligible student</p> <p>F. Self administration shall be permitted for those students who have a verified chronic medical condition, and an authorized prescriber provides a written medication order including the</p>		

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<p>recommendation for self administration and written permission is provided from the parent or guardian or eligible student</p> <p>G. Cartridge injector medications may be administered by a director, or director’s designee, lead teacher only to a student with a medically diagnosed allergic condition which may require prompt treatment to protect the student against serious harm or death</p> <p>H. Investigational drugs or research or study medication may not be administered by directors or director’s designee, lead teachers or school administrators</p> <p>I. Controlled drugs may be administered in before and after school programs</p> <p>J. Self administration will be allowed for students with a verified chronic medical condition and are deemed capable to self administer prescribed emergency medication, including rescue asthma inhalers and cartridge injectors for medically-diagnosed allergies, to self administer such medication, and may permit such students to self administer other medications, excluding controlled drugs as defined in section 10-212a-1 of the regulations of Connecticut State Agencies, provided: The program will follow the same procedures as regulated during the school day</p> <p>K. Whenever possible a separate supply of medication shall be stored according to the regulations during the school day. In the event that a parent cannot supply a separate medications provisions will be made by the school nurse to ensure the timely transfer of medication from the nurse’s office to the program and back on a daily basis.</p> <p>L. Documentation of medication administration shall be recorded on administration of administration forms and maintained in the program until the end of the school year when it will be submitted to the school nurse and filed in the cumulative health record or summarized I the electronic record.</p> <p>M. Administration of medication with a cartridge injector shall be reported to the school nurse at the earliest convenience; all other administration of medications shall be reported to the school nurse monthly with a copy of the administration of medication record.</p> <p>N. Supervision of medication administration shall be conducted at least twice yearly by the school nurse following the same regulations as during the school day.</p> <p>Legal ref. - 4-16-90: letter - State Health Department</p>		

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