



Cumberland School Department Policy Manual

STUDENTS

J

DISPENSING OF MEDICATION

J-12

PURPOSE

To assure student safety and to minimize interruption to the educational process, medications should be taken at home under parent/guardian supervision. Only those medications which must be given in school and emergency medications will be dispensed by the school nurse/teacher.

PROCEDURES

1. All medications, including prescription and over the counter (OTC), must be administered only in accordance with a written order from a licensed health care prescriber, except as provided in §§ 4.21.4(F), 4.22.1, 4.23.3, 4.23.4, or 4.23.5 of R.I. Rules and Regulations for School Health Programs. All medications must be administered in keeping with safe standards of health care practice and in accordance with all applicable state and federal laws and regulations.
2. All medication must be brought to school in the original container. The child's name, name of medication, dosage, approximate time to be given, signed parent/guardian and physician's authorization should be included. Directions on an original prescription container cannot be altered in anyway.
3. By law, the school nurse/ teacher must refuse to dispense medication not properly authorized by a physician; not in an appropriate container; outdated; discolored; or one with which she is unfamiliar until information can be obtained from a pharmacist or school physician.
4. Medications will be dispensed by the school nurse/teacher when deemed appropriate for students. A parent/guardian may come to school at any time and dispense medication to their child if they choose to.
5. Parental discretion will dictate whether medication can be safely brought to school by the student or should be brought in by the parent/guardian. The Cumberland School Department and the Cumberland school nurse/teachers will not be responsible for medication that is lost, misused or abused by student bringing in their own medication.
6. Upon delivery to the Nurse's Office, all medication will be counted and the number of tablets or milliliters of liquid will be logged in. The Medication Log Sheet will be kept in the medication section of the Substitute Binder.
7. With proper parental/guardian and physician authorization in consultation with the school nurse/teacher, a determination will be made as to whether a student may self-carry/self-administer his/her emergency medication (i.e. inhaler, insulin, Epi-pen). If the determination is made that a student is incapable of safely and effectively self-carrying or self-administering such medication accommodations will be made to assure immediate access to the medication.



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8. All medications stored within the school building must be locked inside a secure cabinet, safe or closet and will be dispensed only by a nurse/teacher as dictated by law.
9. The Cumberland School Department prohibits possession of unauthorized medication on school property or at school sponsored activities. Any student found carrying unauthorized medication (prescription or non-prescription) will be subject to disciplinary action.
10. Any changes in a student's prescription will be treated as a new medication requiring a new parent/guardian and physician written authorization. All written authorizations must be renewed at the start of each school year.
11. A Cumberland School Department Long Term Medication form (or reasonable facsimile) signed and dated by both the prescribing physician and a parent/guardian. Each medication ordered will have a separate Long Term Medication form. This form will be maintained in a medication section of the Substitute Binder in every Nurse's Office in the district.
12. The school nurse/teacher will maintain an electronic medication record for all medication dispensed in school. This record will be maintained on the student's individual log by the nurse dispensing the medication. The log will contain the medication name, dosage, route of administration, time and any special instructions. Medication Administration Sheets will be maintained in the Substitute Binder for use by substitute nurses who do not have access to electronic medication records.
13. If a dosage is not administered, the reason for omission (i.e.: student absence, no medication available) will be entered into the student's individual log.
14. Nothing contained in this policy shall be construed to prohibit the administration of epinephrine in accordance with the procedures and guidelines established by statute and /or the policies, rules and/or regulations of the R.I. Department of Health.
15. If anything contained within this policy is deemed to be in conflict with state or federal law, the applicable state or federal law, as the case maybe, shall prevail, however, that the remainder of this policy shall remain in full force and effect.



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16. No controlled substance is permitted to be in the possession of, or administered by, anyone other than a certified school nurse-teacher, other registered nurse, licensed prescriber, or parent of the child for whom the medications have been prescribed while that student is on school grounds. A student may deliver his/her own medication to school in accordance with protocols or procedures developed by the school, but may not self-administer the controlled substance while on school property.

17. Students going off school grounds will be allowed to self-carry and self-administer a one-day supply of medication for each day off site including a controlled substance, during a school sponsored activity at the discretion of the school nurse/teacher (i.e. field trip). Said medication must be supplied by the parent on the day of the event and must be transported in its original container for non-prescription medications and a properly labeled prescription bottle for prescription medications. The medication must be accompanied by written authorization signed by a parent. By law, under no circumstances can a school nurse/teacher dispense self-carry medication.

18. In the case of prescription medication, a licensed health care provider's written order shall be provided if not already on file in the school.

19. Students are prohibited from sharing, transferring, or in any way diverting his/her own medication(s) to any other person.

20. No school teacher, school administrator, school health personnel, or any other school personnel shall be liable for civil damages which may result from acts of omission which may constitute ordinary negligence when a student self-carries and/or self-administers his/her own medication(s) in accordance with these rules and regulations. This immunity does not apply to acts or omissions constituting gross negligence or willful or wanton conduct.

Approved by School Committee – 7/10/1997

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Reference Law Citation:

Pursuant to the provisions of Public Law 96-358, the Department of Health and Education have amended the regulations of Rules and Regulations for School Health Programs (RI-21-SCHO) to address the use of epinephrine auto-injectors (epi-pens) in the school setting. The new statute confers the protections of the "Good Samaritan" laws to non-nursing personnel (e.g. teachers, principals, etc.) who administer an epinephrine auto-injector to previously medically identified students who experience an episode of anaphylaxis. New language related to the administration of epinephrine auto-injectors by school personnel to medically identified children has been added in the following sections: 1.2; 1.5; 1.12; 1.13; 2.7; 2.8; 2.9; 2.10; 2.11; 9.3; 14.3 17.1; 17.1.2; 17.2; 17.4; 17.6; and 23.1.1.