

SUBJECT: Administration of Medication

Whenever possible the district recommends that all medications be scheduled for administration at home. Under certain circumstances, when it is necessary for a student to take prescription medication during school hours, the school's registered professional nurse (RN) may administer the medication if the parent or person in parental relation submits a written request accompanied by a written request from a physician indicating at a minimum the name, frequency, indication, and dosage of prescribed medication. The parent or person in parental relation must assume responsibility to have the medication delivered. Common non-prescription, over-the-counter (OTC) medications in their original containers may be administered by the RN with written physician or other health care provider medical orders and written parental permission indicating the frequency, dosage, and indication for use.

Procedures for receipt, tracking, storage and disposal of medications will be in accordance with State Education Department Guidelines, New York State Department of Environment Conservation (DEC), the Centers for Disease Control, and the Federal Drug Administration.

Procedures for taking medications off school grounds or after school hours while participating in a school-sponsored activity when a school nurse may not be available will be managed on an individualized basis among the principal, the school nurse, and the parent according to the student's medical needs and maturity, physician's orders, parental requests, parental or designate availability, and availability of supervisory staff such as willing non-licensed volunteers or substitute licensed staff members.

Disposal of Unused Medications

All medication orders (prescription and non-prescription) must be reviewed annually or when there is a change in dosage.

If a medication regimen is changed or discontinued, or there is unused medication left at the end of the school year, the medication must be returned to the parent/person in parental relation or be

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documented as abandoned and properly disposed. Parents ~~will shall~~ be notified of these options such as:

- 1) Disposal of medication in the presence of a witness according to the State Education Department and the Department of Conservation; or
- 2) Parent/responsible designee picking up medication from Health Office.

Emergency Medication

Normally, an RN or an LPN under the supervision of an RN will administer all emergency medications to a child. In the absence of an RN, LPN **or other licensed health care provider**, a willing volunteer who is a school staff member who has been previously properly trained by an RN, physician, physician's assistant, or nurse practitioner may offer in advance to respond to a medical emergency should it occur including the administration **of glucagon or an epinephrine auto injector** to a student for any medical necessity properly documented by a NYS licensed physician, nurse practitioner, or physician's assistant.

~~of any emergency medication to a student for any medical necessity properly documented by a NYS licensed physician, nurse practitioner, or physician's assistant. Life-threatening medical emergencies may include but are not limited to anaphylactic reactions, uncontrolled seizures, status asthmaticus, or diabetic crises. Such a response by an unlicensed individual who attempts in good faith to intervene in life-saving measures to assist a child under their care, and who is not compensated by the school or the family for overseeing medical care of the child falls under the Good Samaritan exemption law for rendering emergency care during a life-threatening situation. Accordingly, the school district will not hold a willing volunteer with proper training liable for wrong-doing when they behave in a responsible prudent manner to intervene to save the life of a child, even in the event of an untoward outcome. Additionally, the school district would not hold a trainer responsible for any errors that might occur during a medical emergency and intervention by a non-licensed person. Neither the school nurse nor the volunteer will be held responsible for emergency action in the absence of gross negligence.~~

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SUBJECT: Administration of Medication**Routine Medication**

Normally, an RN or an LPN under the supervision of an RN will administer all routine medications to a child. In the absence of an RN or LPN, the parent or ~~their~~ **or his or her documented** designate may be called upon to assist in the proper administration of a medication, such as on a field trip.

~~Additionally, a willing volunteer who is a school employee may offer to deliver routine medication to a child under their supervision as long as the medication has been pre-measured by an RN or an LPN into a single dose unit that is properly labeled per district standards, and the unlicensed individual has been trained by an RN to assist the child. Such a response by an unlicensed individual who attempts in good faith to assist a child under their care to participate in the least restrictive educational setting to the full extent of their ability, and who is not compensated by the school or the family for overseeing medical care of the child falls under the Good Samaritan exemption law for rendering medical care. Accordingly, the school district will not hold a willing volunteer with proper training liable for wrong doing when they behave in a responsible prudent manner to intervene to assist a child medically, even in the event of an untoward outcome. Additionally, the school district would not hold a trainer responsible for any errors that might occur during medical intervention and assistance by a non-licensed person.~~

Good Samaritan Exemption

The District recognizes the “Good Samaritan” exemption law for rendering emergency care during a life threatening situation in the absence of gross negligence.

Student Self-Care

Students may carry life-saving medications on their person and/or may give their medication for safe keeping to a willing, trained, staff employee who supervises them with physician documentation of need and safety that the student is responsible to do so; and written parent permission. Students may also be recommended by the school physician and school nurse for approval by the principal to conduct other medically ordered tasks that may or may not include medications, such as blood glucose testing for a child with diabetes.

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A record of all physician or health care provider/parental permission shall be maintained in the school health office in the child's permanent health record. The Board of Education recommends that any life-saving medications that are carried by a student have a duplicate in the health office in the event the child's supply cannot be located.

Health office personnel will maintain regular parental contact in order to monitor the effectiveness of such self-medication procedures and to clarify parental responsibility as to the daily monitoring of their child to ensure that the medication is being utilized in accordance with the physician's or provider's instructions. School nurses will also alert private health care providers who wrote orders whenever the student is not complying with the order as written. Additionally, the student will be required to report to the health office on a periodic basis as determined by health office personnel unless otherwise arranged between the private health care provider and the school nurse, so as to maintain an ongoing evaluation of the student's management of such self-medication and/or care techniques, and to work cooperatively with the parents and the student regarding such self-care management.

Students who self-administer medication without proper authorization or who share any medications with others, under any circumstances, will be referred for counseling by school nursing personnel and/or for disciplinary action where indicated by the principal. Additionally, school administration and parents will be notified of such unauthorized use of medication by the student, and school administration may also be involved in determining the proper resolution of such student behavior.

Personal Care Items**Feminine Hygiene Products**

Each school building within the District serving students in any grade from six through twelve will provide feminine hygiene products in building restrooms. These products will be provided at no charge to students.

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SUBJECT: Administration of Medication**Alcohol-Based Hand Sanitizers**

The District's physician may approve a non-patient specific medical order to permit the general supervised use of 60% or more alcohol-based hand sanitizers in the District's schools. The District will provide an annual notification to parents of the availability of hand sanitizers, and parents may provide written notification to the school in the event they do not wish to have their child use this product.

Sunscreen

Overexposure to ultraviolet (UV) radiation from the sun may cause sunburn, skin damage and increases the risk of skin cancer, especially exposure in the first fifteen (15) years of life. Although the FDA technically considers sunscreen an over-the-counter drug which would require a doctor's prescription in addition to parental permission, the New York State Education Department (NYSED) has issued an updated guidance document that will allow the use of sunscreen without a physician's order.

The District allows students to carry and use sunscreen in school if:

1. a) The sunscreen is used for the purpose of avoiding overexposure to the sun and not for
2. medical treatment of an injury or illness;
3. b) The sunscreen is approved by the FDA for over-the-counter use; and
4. e) The student's parent or guardian provides written permission for the student to carry and use sunscreen.

A student who is unable to physically apply sunscreen may be assisted by unlicensed personnel when directed to do so by the student, if permitted by a parent/guardian and authorized by the school. Parents/guardians are responsible for providing the sunscreen to be used at school.

Individuals with Disabilities Education Improvement Act of 2004 [Public Law 108-446, Section 614(a)]

Individuals with Disabilities Education Act (IDEA), 20 United States Code (USC) Sections 1400 et seq.

Section 504 of the Rehabilitation Act of 1973, 29 USC Section 794 et seq.

Education Law Sections 902(b), **907**, 916, **916-a**, **916-b**, **919**, **921**, 6527(4)(a) and 6908(1)(a)(iv),

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and 6909

**Public Health Law Sections 267, 3000-a, 3000-c, and 3309
8 NYCRR §§ 136.6, 136.7**

Adopted: 12/7/2007

Amended: