

\* **ORANGE TEXT REFLECTS REVISIONS SINCE THE 6/7/18 BOARD MEETING.**

## **REGULATIONS FOR THE ADMINISTRATION OF MEDICATIONS TO STUDENTS**

### **I. GENERAL PROCEDURES**

Prescription medications and over-the-counter (OTC) medications shall be administered to students in ACPS when medication is required during the school day or at school activities in order to maintain a student's health, support student learning, or intervene in a medical emergency.

For students with disabilities and those who have been afforded accommodations under Section 504 of the Rehabilitation Act of 1973 to provide them with access to a Free Appropriate Public Education (FAPE), all medications shall be administered in accordance with the student's Individualized Education Program (IEP) or 504 Plan.

~~The Alexandria City Public Schools requests that all doses of medication be administered by parents/guardians during non-school hours whenever possible and appropriate. When this is not possible or appropriate, the following regulations will be followed for the administration of medications and treatments.~~

~~In this policy, the word "physician" will mean all professions legally authorized to prescribe medications in the Commonwealth of Virginia, including, but not limited to, nurse practitioners and dentists.~~

### **II. PRESCRIPTION MEDICATIONS**

The following requirements govern administration of prescriptive medications at school or school activities ~~during school hours.~~

Prescription medications will be administered only with a "licensed prescriber's" written physician's order (physician, nurse practitioner, physician assistant, optometrist or dentist), written parent/guardian consent, and only under the following terms and conditions:

- A. The appropriate medication authorization forms are presented to the school as applicable:
  - a. ACPS Authorization to Administer Medication form;
  - b. Virginia Asthma Action Plan;
  - c. Virginia Diabetes Medical Management Plan;
  - d. FARE: Food Allergy & Anaphylaxis Emergency Care Plan; and
  - a.e. Epilepsy Foundation: Seizure Action Plan.
  
- B. All medication that requires administration at school or school activities shall be delivered by the parent or guardian to the school nurse, or if the nurse is not present, the principal's designee. The medication must be in the original container and labeled with the student's name, name of the medication, directions for dosage, frequency to be administered, the licensed prescribers' name, and the date the prescription was filled. Medications in plastic bags or other non-original containers will not be accepted.

- C. No medication shall be administered in school or self-administered by a student until the school nurse has reviewed the medical order for safety, medical necessity, and establishment of the administration plan.
- D. Nothing in this regulation shall be construed to prohibit a parent or guardian from administering a medication in school to his or her own child in an emergency or urgent situation, or as an alternate plan as specified in a health care plan.
- E. Medication shall be maintained in the original labeled container at all times, except when a single dose is stored in a pharmacy envelope for field trips.
- F. Medication shall only be given with written parent/guardian permission (for students who are minors under age 18). Adult students, age 18 and older, will comply with the process as outlined in this regulation.
- G. Medication shall be stored in a locked space in the clinic at all times. Medication shall not be stored in the classroom, lockers, or any other location in the school. Exceptions include self-carry and non-prescription/non-controlled medications in single doses with proper documentation and written consent.
- H. In extenuating circumstances and with prior notice provided to school administration and the school nurse, medication may be delivered by a non-parent or non-guardian.
- I. The initial dose of medication should be administered at home so that the parent or guardian may observe the student for any reaction.
- J. Medication shall be administered at school or school activities only by the school nurse or school staff trained in medication administration. The school administrator, after consultation with the school nurse, shall be responsible for selecting and ensuring training of at least two individuals to administer medication in the absence of the school nurse.
- K. If questions arise about any submitted medical orders, the school nurse will consult with the school principal and the Health Services Coordinator.
- L. The Authorization to Administer Medication form with the licensed prescriber's signature must accompany prescription medications. In cases of short-term medications only, (administration of 10 school days or fewer), the pharmacy-labeled container may be used in lieu of a licensed prescriber's order.
- M. Any change in dosage or frequency of administration shall be communicated to the school nurse by updating the Authorization to Administer Medication form. In cases of emergency, documentation may be accepted on the licensed prescriber's stationery or prescription pad until the Authorization to Administer Medication is updated. School health staff may contact the licensed prescriber if questions exist. The licensed prescriber may be contacted, with parent/guardian consent, if questions exist.

- N. At the beginning of each school year, all medications shall require new documentation for administration. There shall be no carry-over orders or medications.
- O. Injectable medication, inhaled medication, skin patch, gastric tube, and intravenous preparations shall be considered prescription medication and shall be given according to standard procedures and OSHA regulations.
- P. All medications must be FDA approved pharmaceuticals (prescription and non-prescription) administered within their therapeutic range and within standards of acceptable medical regimen. Homeopathic preparations will not be administered. Any questions about approved medication shall be directed to the Health Services Coordinator who may consult with the Collaborating Physician.
- Q. All medication usage will be documented in either the Electronic Health Record or the Incidental Medication Log by the person administering the medication.
- R. If, upon receiving an Authorization to Administer Medication form, there are any questions or concerns about appropriateness of administration, the school principal or designee will be contacted immediately. The parent or guardian will be contacted directly by the school nurse. The licensed prescriber may be contacted with parent/guardian consent.
- ~~A. All medication which requires administration at school or school activities during school hours shall be delivered by the parent/guardian to the school nurse, or if the nurse is not present, to staff in the main office of the school.~~
- ~~B. Medication shall be maintained in the original labeled container at all times.~~
- ~~C. Medication shall only be given with written parental permission for students who are minors (under age 18).~~
- ~~D. Medication shall be stored in a locked space in the nurse's office at all times. Medication shall not be stored in the classroom, lockers, or any location in the school. Exceptions may be made on a case by case basis only when there is written consent and agreement of the parent/guardian, prescriber, school administrator, and school nurse.~~
- ~~E. When medication must be administered during a field trip or other off-campus school activity, the medication shall be transported by the staff member designated to administer the medication in the original labeled container or a pill envelope on which complete label information has been written by the school nurse. A copy of the completed medication authorization form will accompany the medication.~~
- ~~F. The initial dose of medication should be administered at home so that the parent/guardian may observe the student for any reaction.~~
- ~~G. Medication shall be administered at school or school activities only by the school nurse or principal's designee. The school administrator, after consultation with the school nurse, shall be responsible for selecting and ensuring training at least two individuals to administer medication and provide treatments in the absence of the school nurse. The individuals shall follow the record-keeping procedures established by the school nurse.~~

- ~~H. The school nurse shall follow standard nursing practices when administering medication, including, but not limited to, counting medications upon receiving and returning them, recording medication delivery, and noting exceptions/variances. It is the right and obligation of the nurse to question medication orders that may be erroneous and/or harmful and to verify the validity of any medication order. After questioning such an order, the school nurse shall consult with the Health Services Coordinator.~~
- ~~I. Any staff member other than the school nurse requested by a principal to administer medication to a student may decline to accept this responsibility without prejudice. This refusal shall be communicated in a timely manner to the principal to allow medication to be given on schedule.~~
- ~~J. The requirement for a physician's order means that a written note, fax, or completed "Authorization to Administer Medication" form from the physician must accompany prescription medications. The pharmacist's label will not be used as a substitute for a written physician order except in the case of antibiotics given for a period of fourteen (14) days or less.~~
- ~~K. Any change in dosage or frequency of administration shall be communicated to the school nurse in writing on the physician's stationery or prescription pad. Only in an emergency shall the school nurse accept a verbal order by telephone from a physician for a prescription change. An order relayed by telephone by the physician's office staff shall not be accepted. When a physician's order is accepted by telephone, the parent shall be notified and shall provide the nurse with a written order from the physician within three (3) days confirming the change.~~
- ~~L. At the beginning of each school year, all medications shall require new documentation for administration. There shall be no carry-over orders or medications.~~
- ~~M. Injectable medication, inhaled medication, skin patch, gastric tube, and intravenous preparations shall be considered prescription medication and shall be given according to standard procedures and OSHA regulations.~~
- ~~N. All medications must be FDA approved pharmaceuticals (prescription and non-prescription) administered within their therapeutic range and within standards of acceptable medical regimen. Homeopathic preparations will not be administered.~~
- ~~O. Only pre-filled epinephrine auto-injectors shall be accepted for use in school for epinephrine injections.~~
- ~~I.A. Inhalers — A student shall be permitted to carry a medication inhaler with the agreement of the physician, parent/guardian, school nurse, and administrator. Before a student carries an inhaler in school, the school nurse shall discuss the medication, side effects, safety precautions, and inhalation procedure with the student. A procedure for recording medication use shall be established by the school nurse.~~

### **III. NON-PRESCRIPTION/NON-CONTROLLED MEDICATIONS**

ACPS school health personnel or trained ACPS staff may give non-prescription/non-controlled medications to students with a licensed prescriber's or nurse's written order and a signed Authorization to Administer Medication form from a parent or guardian. Permission shall include the name of the medication, the required dosage of the medication, and the time the medication is to be given. The medication must be provided by the parent or guardian in the orig-

inal container. Only one dose may be dispensed at a time. No non-prescription/non-controlled, OTC medication or similar will be purchased and provided by ACPS.

Secondary students with a signed authorization form from a parent or guardian may carry one dosage of non-prescription/non-controlled medication at a time, such as Advil, Motrin, and Tylenol, if such medication is not stored in the clinic. Carrying more than one dosage of non-prescription/non-controlled medication or sharing medication with other students is a violation of School Board Policy JHCD and of the ACPS Student Code of Conduct.

#### **A. Grades K-8**

- ~~1. SHORT TERM ADMINISTRATION (Daily administration for five (5) consecutive school days or less, or on an as needed (PRN) basis for up to five (5) consecutive days or less.)
 
  - ~~a. Parent/guardian must complete and sign the appropriate "Authorization to Administer Medication" form, including the exact dates, times and dosage. Information on other medication that the student is taking will be completed~~
  - ~~b. A physician's prescription is not necessary.~~
  - ~~c. Medication shall be in an unopened bottle or box and labeled with the student's name.~~~~
- ~~2. LONG TERM ADMINISTRATION (Administration for more than five (5) consecutive days or daily "as needed" (PRN))
 
  - ~~a. Requires the same procedures as administration of prescriptive medications (see Section I "Prescription Medications")~~~~

#### **B. Grades 9-12**

- ~~1. Parent/guardian must give written authorization, stating name and strength of non-prescription medication and the frequency of administration. This authorization shall be valid for the school year.~~
- ~~2. The medication will be in the original container.~~
- ~~3. Only one day's supply shall be brought to school each day.~~
- ~~4. The original of the parent/guardian permission shall be on file in the school nurse's office. The student shall carry a copy signed and dated by the school nurse when it was received.~~
- ~~5. Liquid medication shall be kept in the school health office.~~
- ~~6. Students authorized to possess non-prescription medications shall not distribute them to others and will be disciplined for doing so under Policy JFC-R.~~

### **IV. SELF-CARRY AND SELF-ADMINISTRATION OF MEDICATION**

ACPS supports the self-administration of medication by a student with a verified chronic health condition for the safety of themselves and others in the school setting. The student who self-carries must have the Authorization to Administer Medication form properly completed by the licensed prescriber and signed by the parent/guardian on file with the school nurse. The student must carry a copy of this authorization when self-carrying and self-administering the approved medication.

A. Medication to Treat Asthma – A student with a diagnosis of asthma may carry a medication inhaler with the written agreement of the licensed prescriber, parent or guardian, and school nurse (i.e., Virginia Asthma Action Plan). At the beginning of each school year, the school nurse shall discuss the medication, side effects, safety precautions, and inhalation procedure with the student. The school nurse will work with the student to support self-care of his/her asthma and develop a mechanism to ensure the student’s care is documented in the Electronic Health Record and in PowerSchool.

A.B. Medication to Treat Diabetes - Students who are diagnosed with diabetes, and who have parent/guardian consent and approval from the prescriber and the school nurse, may carry and use essential supplies, including a reasonable and appropriate short-term supply of carbohydrates, to manage routine self-care, as well as emergency treatment of hypoglycemia or hyperglycemia, and to self-test and treat as needed on a school bus, school property, or at a school-sponsored activity. The school nurse will review documents (i.e., Virginia Diabetes Medical Management Plan) and shall work with the student to support self-care of his/her diabetes. The school nurse will develop a mechanism to ensure the student’s care is documented in the Electronic Health Record and in PowerSchool. The parent/guardian should ensure that the student has a backup insulin device available in case of primary insulin device failure. ACPS employees will not attempt repairs, including reinsertion, of insulin pumps or continuous glucose monitors.

C. Medication to Treat Anaphylaxis – Students with a diagnosis of allergies that are associated with anaphylaxis may carry a pre-filled epinephrine auto-injector for treatment of anaphylaxis. The school nurse shall work with the student to support self-care of his/her allergies, and to ensure the student understands that any use of their auto-injector epinephrine may require a 911 call. The school nurse will review documentation (i.e., FARE: Food Allergy & Anaphylaxis Emergency Care Plan) and will develop a mechanism to ensure the student’s care is documented in the Electronic Health Record.

#### IV. HANDLING, STORAGE, AND DISPOSAL OF MEDICATIONS

All medications, prescription, and non-prescription/non-controlled, except those approved for self-carry, shall be delivered by a parent or guardian to the school nurse or the principal’s designee and complete the following process:

- A. The school nurse shall follow standard nursing practices when administering medication, including, but not limited to, counting medications upon receiving and returning them, recording medication delivery, and noting exceptions/variances. The medication shall be counted if in pill, tablet, or capsule form, or measured by marking and noting the amount dispensed in the liquid container. All information associated with the delivery of medication will be documented on the Record of Delivery, Return, or Destruction of Medication form.
- B. The medication will be placed in a locked cabinet in the clinic designated for the storage of medication. Medications that require refrigeration shall be stored and locked in a

refrigerator designated only for medications. Access to keys for the medication cabinet should be limited to the school nurse, the principal, or the principal's designee. Keys to the medication storage should not leave school grounds.

- C. The student's original Authorization to Administer Medication form shall be placed in the student's Cumulative Health Record in the School Nurse's office. A copy of the Authorization to Administer Medication form, the Record of Delivery, Return, or Destruction of Medication form, and the Incidental Medication Log will be placed in a notebook and kept in a secure, yet available location, for easy access to medication information for those who have a need to know.
- D. When a medication is obtained for a field trip, a copy of the authorization form and the Incidental Medication Log will be sent with the staff member who has been trained in medication administration. The Incidental Medication Log will be used by the staff member for documentation purposes.
- E. All medications will be returned to the parent or guardian at the end of the school year, when they are expired, or when the treatment has been completed. Medications left in the school clinic after the last day of school or the last day of summer school associated with the school year will be properly disposed of within two weeks. The return or disposal will be documented on the Record of Delivery, Return, or Destruction of Medication form. This form requires the school nurse's signature and a witness, either the parent/guardian or the principal/designee.

## **V. DOCUMENTATION AND RECORD-KEEPING**

Each school where medications are administered by school personnel shall maintain a Medication Administration Record for each student who receives medication during school hours. This record will be kept as an Electronic Health Record or a paper document. The school nurse shall document in the medication record any significant observations of the medication's effectiveness, as appropriate, and any adverse reactions or other harmful effects as well as any action taken.

## **VII. ADMINISTRATION OF MEDICATION DURING SCHOOL-SPONSORED ACTIVITIES**

- A. Medications should be administered to students on school-sponsored trips only when absolutely necessary. Timing of doses should be adjusted to occur outside of the school-sponsored activity, if medically appropriate.
- B. Except in cases of emergency, medication may be administered on school-sponsored trips only when previously administered and when the appropriate authorization forms have been completed and submitted to the school nurse or school administrator. This includes an authorization form signed by a licensed prescriber and a parent/guardian.



- C. School nurses should be notified 4 days in advance of a trip by the trip coordinator, per Regulation IICA-R, to give the school nurse time to prepare the needed medications and paperwork.
- D. The medications can be prepared by the school nurse from the supply already at the school. The individual doses needed for the trip may be placed in pharmacy envelopes designed for this purpose with appropriate labeling. If medications are not at the school, the parent/guardian will supply the appropriate amount of medication in a container prepared by a pharmacist that is appropriately labeled. The parent/guardian must bring the medications and the signed Authorization to Administer Medication form before the day of the trip.
- E. The medication will be administered on the trip by either the student's parent/guardian who has volunteered to attend, or a staff member who has completed the training in administration of medication. When medication must be administered during a field trip or other off-campus school activity, the medication shall be transported by the staff member trained to administer the medication in the original, labeled container or a pill envelope on which complete label information has been written by the school nurse. A copy of the completed Authorization to Administer Medication form will accompany the medication. The trained staff member must carry the medication at all times during the trip. Students are not to carry the medication.
- F. For any field trip longer than one day, the student's prescription should be provided by the student's parent or guardian in a properly labeled prescription vial which has been dispensed from a pharmacy and which contains only the quantity needed for the duration of the field trip.

## **VII. ERRORS/VARIANCES IN MEDICATION ADMINISTRATION**

In the event an error in medication administration occurs or is suspected, the school nurse or designee shall immediately:

- A. Ensure the safety of the student involved by:
  - a. Assessing the student and observing for any side effects;
  - b. Taking appropriate action based on nursing judgment and/or physician's orders;
  - and
  - ~~a~~-c. Calling 911, if necessary, and following the instructions received;
- B. Contact the building administrator and school nurse, as appropriate to the situation;
- C. With the direction of the building administrator, call the parent or guardian to explain the situation, the student's current status, and actions taken to ensure the health and safety of the student;



- D. Monitor the student until either EMS arrives, the parent or guardian arrives, or the student is deemed safe and healthy to return to class by the school nurse and the administrative team;
- E. Complete the Medication Variance form and submit it to the Health Services Coordinator;
- ~~E.~~F. Document in the Electronic Health Record as appropriate; and
- G. The Health Services Coordinator will review the Medication Variance form and take necessary steps to ensure appropriate medication administration in the future.

### **VIII. STOLEN OR LOST MEDICATION**

- A. If any medication is reported missing, the building administrator and the Health Services Coordinator must be notified immediately for investigation. In the event the incident involves a controlled substance, the School Resource Officer or the Director of Health, Safety and Risk Management must be notified.
- B. The student's parents/guardians will be notified of the situation and new medication will be requested to be brought to the school.
- C. Once the student's immediate needs are met, the Medication Variance form will be completed and sent to the Health Services Coordinator.
- D. The incident will be documented in the student's Electronic Health Record.

### **IX. EMERGENCY MEDICATIONS**

- A. Medications will be supplied by ACPS for students demonstrating symptoms of anaphylaxis and/or asthma that do not have personal medications in the clinic.
- B. If emergency medication is needed, a parent or guardian will be contacted immediately.
- C. In consultation with the school principal, the school nurse will be responsible to place these emergency medications in appropriate school locations that support ease of access.
- D. The school nurse will be responsible to monitor the expiration date of the emergency medication and record this information in his/her Health Services Monthly report.
- E. The school nurse will inform the Health Services Coordinator of any emergency medication that is about to expire or is otherwise not fit to administer.
- F. Nurses will administer the medications per a standing order written and reviewed annually by the ACPS Collaborating Physician.

Established: June 11, 2015

Revised:

Legal Refs.: [20 U.S.C. § 1400 et seq.](#)

[Public Law 93-113 § 504.](#)

[Code of Virginia, as amended, §§ 22.1-78, 22.1-274, 22.1-274.01:1, 22.1-274.2, 54.1-2952.2, 54.1-2957.02, 54.1-3408.](#)

Cross Refs.: [EBBA](#) [First Aid/CPR and AED Certified Personnel](#)

[IGBA](#) [Programs for Students with Disabilities](#)

[JB](#) [Equal Educational Opportunities/Non-Discrimination](#)

[JBA](#) [Section 504 Non-Discrimination Policy and Hearing Procedures](#)

[JFC-R](#) [Standards of Student Conduct](#)

[JFCF](#) [Drugs in Schools](#)

[JGDA](#) [Disciplining Students with Disabilities](#)

[JHCD](#) [Administration of Medications to Students](#)

[JHCE](#) [Recommendation of Medication by School Personnel](#)

[JO](#) [Student Records](#)

Additional Resources:

[http://www.doe.virginia.gov/support/health\\_medical/medication/manual\\_training\\_admin-meds.pdf](http://www.doe.virginia.gov/support/health_medical/medication/manual_training_admin-meds.pdf)

[http://www.doe.virginia.gov/support/health\\_medical/medication/manual\\_training\\_insulin-glucagon.pdf](http://www.doe.virginia.gov/support/health_medical/medication/manual_training_insulin-glucagon.pdf)

**ALEXANDRIA CITY PUBLIC SCHOOLS  
AUTHORIZATION TO PROVIDE TREATMENT/PROCEDURE IN SCHOOL**

Name of student: \_\_\_\_\_ Grade: \_\_\_\_\_  
School Year: \_\_\_\_\_ Name of School: \_\_\_\_\_  
Birth Date: \_\_\_\_\_

**PART I: TO BE COMPLETED BY PARENT/GUARDIAN:**

I request that the treatment/procedure as described by my physician/licensed health care provider be administered in school by the Alexandria City Public Schools school nurse or principal's designee.

I understand that I must supply the school with the equipment/supplies listed as necessary for the treatment/procedure.

Name: \_\_\_\_\_  
\_\_\_\_\_  
(Signature) (Printed name)

Telephone Number: \_\_\_\_\_  
\_\_\_\_\_  
(Home) (Work) (Cell/Emergency)

**PART II: TO BE COMPLETED BY A PHYSICIAN OR LICENSED HEALTH CARE PROVIDER:**

Describe treatment/procedure to be administered:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Primary diagnosis/pertinent history:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Equipment/Supplies necessary for procedure:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Treatment start date: \_\_\_\_\_ End date: \_\_\_\_\_

Physician/Licensed Medical Provider's Name: \_\_\_\_\_  
\_\_\_\_\_  
(Signature) (Printed/Stamped)

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_ Date: \_\_\_\_\_

**PART III: TO BE COMPLETED BY SCHOOL NURSE:**

Check as appropriate:

~~\_\_\_\_\_~~ Part I and Part II completed with all information

~~\_\_\_\_\_~~ Equipment and Supplies provided

Nurse Signature: \_\_\_\_\_ Date: \_\_\_\_\_

DRAFT