MEDICATION ADMINISTRATION AND STORAGE POLICY

I. Purpose.

A. Good health and safety are essential to student learning. The Raleigh County Board of Education strongly discourages a student from taking medication during school hours unless absolutely necessary for the student's health. Whenever possible, a student's medication should be administered at home, prior to or at the end of the school day. This policy establishes the standards that must be followed when any medication is required to be administered during attendance at school or school-related events and provide for emergency medication administration, when necessary.

B. This policy applies to school nurses, administrators, and other authorized school employees administering medication to students in Raleigh County Schools.

C. Students attending public school may have health conditions, which require the administration of medication. Since a school nurse is not located in each building, this policy considers the aspects, which affect the safety of medications given during school hours and during co-curricular activities by designated trained school employees. This policy addresses each of the following during the school day and during co-curricular activities:

- medication administration
- medication orders
- medication safety
- medication storage/disposal
- medication training
- medication administration on field trips

D. For purposes of this policy, designated trained school personnel are employees who have:

- have been designated by the principal to provide medication administration
- are currently CPR certified
- are currently First Aid certified
- have attended the appropriate training by School Health Services

II. Definitions.

A. Administration of medication. A health care procedure which may be performed by school personnel who are designated, qualified, trained, and authorized to administer medications to students.

B. Administrator designee. An employee (excluding the school nurse) who is designated by the building administrator, is trained to administer non-prescribed, over-the-counter (OTC) medication, and agrees to administer non-prescribed OTC medications.

C. Designated qualified personnel. An employee who agrees to administer prescribed medications, is authorized by the administrator, successfully completes training as defined in West Virginia Board of Education (WVBE) Policy 2422.7: Standards for Basic and Specialized Health Care Procedures, hereinafter Policy 2422.7, and is qualified for the delegation of the administration of prescribed medications by the certified school nurse.
D. Licensed health care provider. A medical doctor or doctor of osteopathy, podiatrist, registered nurse, practical nurse, registered nurse practitioner, physician assistant, dentist, optometrist, pharmacist, or respiratory care professional licensed under W. Va. Code Chapter 30.

E. Licensed prescriber. Licensed health care providers with the authority to prescribe medication and health care procedures.

F. Long-term and Emergency Prescribed Medication. Medication ordered by a licensed prescriber that is used to treat acute and chronic health conditions including both daily and PRN (as needed) medication.

G. Medication document. The individual medication record or medicine log used to record the administration of medication to a student.

H. Medication authorization/order form. A form, inclusive of an order for prescribed medication, completed and signed by a licensed prescriber with a parent/guardian signature of permission in order to authorize medication administration to said parent's/guardian's child. The form must include student name; date; allergies; medication name; dosage, time, and route; intended effect of medication; other medication(s) taken by student; and licensed prescriber and parent/guardian signature.

I. Non-prescribed medication. Medication and food supplements that have been approved by the Food and Drug Administration and may be obtained over-the-counter (OTC) without a prescription from a licensed prescriber.

J. Parent/Guardian Authorization Form. A form completed and signed by parent/guardian in order to authorize medication administration to said parent's/guardian's child. The form must include the following: student name; date; allergies; medication name; dosage, time, and route; intended effect of medication; other medication(s) taken by student; and parent/guardian signature. OTC medications will be documented on yellow medication forms.

K. Prescribed medication. Medication with a written order signed by a licensed prescriber. Physician prescribed medications will be documented on white medication forms.

L. School nurse. Registered professional nurse, licensed by the West Virginia Board of Examiners for Registered Professional Nurses (W. Va. Code §30-7-1, et seq.), who has completed a WVBE-approved program as defined in WVBE Policy 5100: Approval of Educator Preparation Programs and meets the requirements for certification set forth in WVBE Policy 5202: Minimum Requirements for the Licensure of Professional/Paraprofessional Personnel and Advanced Salary Classification.

M. School-related event. Any curricular or co-curricular activity, as defined in WVBE Policy 2510: Assuring the Quality of Education: Regulations for Education Programs that is conducted outside the school environment and/or instructional day. Examples of co-curricular activities include the following: band and choral presentations; theater productions; science or social studies fairs; math field days; career/technical student organizations’ activities; or other activities that provide in-depth exploration or understanding of the content standards and objectives.

N. Self-administration, prescribed medication. Medication administered by the student under the approval, assessment, and supervision of the school nurse with a licensed prescriber order, parent/guardian permission, and school administrator approval. The self-administration of prescribed medication may also include medication taken by a student in an emergency or an acute situation (e.g., rescue inhaler, epinephrine, diabetic medication).
O. Self-administration, OTC medication. Medication administered by the student under the approval of the school administrator with parent/guardian permission.

III. Authorization.

Authorized personnel include trained school nurses, other licensed health care providers, administrators, teachers, aides, and secretaries as defined in W. Va. Code §§18-1-1, 18A-4-8, and 18-6-22.

IV. Roles and Responsibilities.

A. Role of the school administrator(s).

(1) Provide for appropriate, secure, and safe storage of and access to medications.

(2) Provide a clean, quiet, safe environment for medication administration.

(3) Provide a mechanism for safely receiving, counting, and storing medications.

(4) Provide a mechanism for receiving and storing appropriate medication authorization forms.

(5) Select potential candidates for medication administration (prescribed and non-prescribed).

(6) Assign qualified employees who meet a satisfactory level of competence for prescribed medication administration as defined in Policy 2422.7 and non-prescribed medication as determined by the RCBOE.

(7) Coordinate development of procedures for the administration of medication during school-related events with classroom teachers, school nurses, parents/guardians, designated qualified personnel, and administrator’s designees.

B. Role of the school nurse.

(1) Determine if the administration of prescribed medication may be safely delegated to designated qualified personnel.

(2) Contact the parent/guardian and/or licensed health care provider to clarify any questions about prescribed medication that is to be administered in the Raleigh County public school system.

(3) Manage health-related problems and decisions. In the role of case manager, the nurse is responsible for standards of school nurse practice in relation to health appraisal, health care planning, and maintenance of complete and accurate documentation. For students needing long-term and emergency prescription medication to attend school, the school nurse shall assess the student, review the licensed prescriber’s orders, assure implementation of needed health and safety procedures, and develop a health care plan.

(4) Utilize the “West Virginia Board of Examiners for Registered Professional Nurse Guidelines for Determining Acts that May be Delegated or Assigned by Licensed Nurses,” April 2015, and any revisions thereof, as the mechanism for determining assignment and/or delegation of any aspect of basic and/or specialized health care.
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(5) Provide and/or coordinate training, as defined in Policy 2422.7, for all school employees designated to administer prescribed medication.

(6) Validate and document student knowledge and skills related to self-administration of prescribed medication.

C. Role of designated qualified personnel/administrator’s designee.

(1) Successfully complete the Cardiopulmonary Resuscitation (CPR) with AED certification, First Aid, and the medication administration portion of training, as defined in Policy 2422.7.

(2) Store and administer medication, complete the medication document, and report medication incidents.

D. Role of the parent/guardian.

(1) Administer the initial dose of any medication at home, except for emergency medications and unless otherwise directed by the licensed prescriber and/or a court order.

(2) Complete and sign a parent/guardian authorization form (as developed by Raleigh County Schools) which indicates student name; date; allergies; medication name; dosage, time, and route; intended effect of medication; other medication(s) taken by student; licensed prescriber; and parent/guardian signature.

(3) Provide school with completed licensed prescriber authorization form for prescribed medication(s).

(4) When a student’s medical condition requires a change in the medication dosage or schedule, the parent/guardian must provide a new written medication authorization form from a licensed prescriber, and container, if applicable.

V. Medication Administration.

A. Administration of medication, which is a specialized health care procedure, is provided during the school day and at curricular or co-curricular activities. These are activities that are conducted outside of the school environment and/or instructional day and provide in-depth exploration or understanding of the content standards and objectives appropriate for the students’ grade levels. This excludes extra-curricular activities such as sporting events.

B. Elementary and secondary school students receiving medication are to be supervised by designated trained school personnel. The student must be called if he/she does not voluntarily appear for the medication. Parents/guardians are given the opportunity to administer medication to their own children at school.

C. Self-administering is independently administering medication without direct supervision by a designated, trained school employee or a nurse. When a student does not have a written medication authorization form from a licensed prescriber and the student’s parent/guardian to self-administer, designated and trained school personnel shall administer the prescribed medication. The certified school nurse, in consultation with the licensed prescriber, has the final decision making authority with respect to delegating the administration of medications. The parent or guardian may be requested to come to school and administer medication if problems occur.

D. Medications inappropriately labeled shall not be administered.
E. Expired medications shall not be administered. Contact your school nurse regarding expired medications.

F. One student's medication shall not be administered to another student.

G. Herbal medications shall not be administered.

VI. Medication Orders.

A. All prescription medication requires written orders from a licensed prescriber.

B. The Medication Order Form is the only acceptable authorization for administering prescription medications to Raleigh County students.

C. Students who enroll out-of-area and bring medications to school without the proper documentation shall be referred to the school nurse for assistance.

D. The Medication Order Form must be placed with the prescribed medication. Documentation of administered medication is placed on the back of the Prescription Medication Order Form. The completed Medication Order Form shall be placed in the student’s permanent medical record at the end of the school year at the Health Services Office.

E. For the protection of students as well as school personnel:

   (1) Written orders from a licensed prescriber shall be obtained for prescription medication to be administered. A separate Medication Order Form shall be completed for each medication ordered.

   (2) Orders shall contain the name of the drug, dosage, route of administration, time of in-school administration, and the reason for medication administration. Special instructions regarding medication side effects, reactions and comments should be included as necessary.

   (3) The licensed prescriber shall indicate whether the student may self-administer a medication and if the student may carry an emergency medication with him (e.g., asthma inhaler, Epi-pen, etc.). A Medication Order Form will be made available for the licensed prescriber to complete for each prescription medication.

   (4) The parent/guardian is responsible for obtaining written orders from the licensed prescriber for prescription medications and for completing the parent/guardian section of the Medication Order Form.

   (5) The designated trained school personnel are responsible for documenting the administration of medications on the administration log. If it is not documented, it is considered not given.

   (6) If the ordered medication is unavailable for any reason (i.e., parent’s/guardian’s failure to supply), the parent/guardian will be notified first by phone, then once in writing. If no response, staff will consider the medication to be discontinued.

   (7) When bringing non-prescription medication (i.e., Tylenol, Cough Drops, Lip Balm), the parent/guardian must complete the Raleigh County Schools' form designated for non-prescription (OTC) medications. The medication must be in the original container, the student’s name must be written on the bottle along
with the dosage and how often the student can receive the medication. OTC medication can be carried by the student if approved by the parent/guardian and school administrator.

VII. Medication Safety.

A. The first dosage of a prescribed medication must be administered at home to ensure that no initial allergic reaction occurs, with the exception of emergency rescue medication.

B. For prescription or non-prescription medications that have appropriate documentation on file, up to a 1 month supply may be brought to school by the parent/guardian. Two people must count all medications brought into the school setting and the number of pills must be documented on the medication order form.

C. In the event of a parent/guardian requesting medication from school, two people must count the medication. Document the number of pills given and to whom the medication was given on the Medication Order Form. The parent/guardian must sign verifying he/she received the medication.

D. Persons responsible for administering medications have the right to question excessive dosages of medications. The school nurse is to be notified when a medication dosage or appearance is being questioned. If the medication is deemed to be outside the dosage guidelines, School Health Services may refuse to allow the designated trained personnel to administer the medication. The school nurse may request the parent come to school to administer the medication and remain with the student.

E. Medication incidents include, but are not limited to, medications not given, medications given to the wrong student, and wrong dosages given. As soon as an incident is known, the parent shall be notified and the physician, if necessary. A call shall be made to the school nurse who will provide incident specific guidelines for the care of this student; the administrator/principal shall also be notified. The MEDICATION INCIDENT REPORT shall be completed and faxed to the Director of School Health.

In the event of a medication incident involving non-prescribed OTC medication, the school administrator/principal or designee shall also contact West Virginia Poison Control for management recommendations.

F. Medication shall not be transported via the Resource Truck.

VIII. Medication Storage/Disposal.

A. Medications shall be stored in a specified location. The medications shall be double locked. Only designated trained personnel shall have access to the medications.

B. All medication shall be entered on a medication inventory and routinely monitored for expiration and disposal.

C. Emergency and rescue medications (i.e., Epi-Pens, glucagon and inhalers) shall remain UNLOCKED during the school day per W. Va. Code and policy and shall only be accessible to certified school nurses, health care providers, and authorized nonmedical personnel.

D. Insulin shall be dated upon opening by the nurse.

E. School personnel shall dispose of unused or expired medicine unclaimed by a parent/guardian no later than 30 days after the parent/guardian medication authorization expires or on the last day of school, whichever comes first.
F. The parent/guardian or an adult should pick up any daily or emergency medication, which remains at school at the end of the school year. A designated trained school employee shall contact the parent/guardian for medication retrieval.

G. Disposal of any injectable medication equipment should be in an approved sharps container provided by School Health Services. Notify the school nurse when the sharps container is filled near capacity. The school nurse shall transport the sharps container to the Office of Health Services. It is NOT to be sent via the Resource Truck.

H. Any medications designated for destruction shall be transported to the Director of School Health Services’ Office for processing. Remaining emergency medications, such as glucagon, Epi-pens, and inhalers shall be brought to the Director of School Health Services’ office.

I. Medications shall be locked in a location not accessible to students. No medications should be kept in school first aid kits, except for medications given in emergency situations (for example, Epi-pens). Emergency medications, such as Epi-pens and asthma inhalers, may be carried by the student if indicated by the licensed prescriber and in accordance with W. Va. Code §18-5-22b. All medications, including emergency or rescue medications, shall be double-locked after school hours.

IX. Medication Training.

A. School Health Services shall provide appropriate training for the administration of prescription medications to designated school employees. This may include employees willing to administer medications and/or those employed in the field of special education on or after July 1, 1989.

B. Designated trained school personnel administering medication must have current CPR and first aid certification prior to being trained to administer medications.

C. Employees must be present at the medication training with the Employee Training Record completed and signed by the school principal and employee. A copy of the employee’s current CPR and First Aid certification must be attached.

D. Designated trained school personnel administering prescribed medication shall complete medication training every two years.

E. Designated school personnel administering OTC medication should complete OTC training every two years.

F. A copy of the training certificate must be readily retrievable and stored at each school with the student medications.

G. Multiple trained personnel shall be designated by the principal at each school.

X. Medication Administration on Field Trips.

A. Medications shall be counted prior to and upon returning from the field trip.

B. Medications shall be transported on a field trip in the original container.
C. The original Medication Order Forms with the Administration Log are to be taken on the field trip.

D. Medications shall be in a locked container during a field trip. The medication shall be in the immediate possession of a designated trained school employee.

E. The designated trained school employee shall return the medication and the Medication Order Form documentation to the original storage location upon returning to school.

F. During an extended field trip, students may require medications that are not administered during the school day. The administration of these medications will require a Medication Order Form to be completed.

XI. SEVERABILITY.

If any provision of this policy or application thereof to any person or circumstance is held invalid, such invalidity shall not affect other provisions or applications of this policy.

SOURCES FOR THIS POLICY INCLUDE:

West Virginia Code §18A-5-1§18-5-22, §18-5-22a, §18-5-22b

West Virginia Board of Education Policy 2422.7 – Standards for Basic and Specialized Health Care Procedures


American Academy of Pediatrics, “Permission Form for Prescribed Medications”, 1994

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