

## **Medication Administration Policy**

The intent of this policy is to promote the safe administration of medicines to students by school personnel, outline guidelines for administration of emergency medications, and outline guidelines for student self-administered medications.

### **Authorization**

Medication and the equipment needed must be delivered to the school nurse, medication tech, front desk attendant, or administration in person by the parent/guardian of the student unless the medication must be retained by the student for self-administration. Town and Country School must have an authorization on file signed by the parent/guardian. The authorization must include:

- Purpose of the medication.
- Time to be administered.
- Whether the medication must be retained by the student for self-administration.
- The termination date for administering the medication as needed for short term medication administration.
  - Short term medications requiring the administration of 10 school days or less, the pharmacy labeled container may be used in lieu of prescribers order as long a medication authorization is signed by a parent/guardian.
- Side effects to be observed, if any, the management of such effects and student allergies to food and/or medicine.
- The Emergency Action Plan, as appropriate.
- Other appropriate information such as the prescribing physician's signature and instructions requested by the school nurse, school administration or other designated school staff.

Special equipment items must be labeled with the student's name and grade. Special equipment items will be restricted to use by the identified student. The equipment must also be listed in the authorization form following the same guidelines. Any equipment used for mobility is exempt and will be allowed without authorization.

The parent/guardian must complete a new authorization form for each change of medication. The parent/guardian must renew the authorization form every school year.

If a student brings medication to the school without a properly completed authorization form and any other necessary forms and requests the nurse or other designated employees to administer the medication, the school will inform the parent/guardian of Town and Country School policy, regulations, and its inability to administer the medication. The parent/guardian may, however, come to the school and dispense the student's medication.

### **Records Retention**

A copy of the completed authorization form will be placed on file in the nurse's office and will be treated as a part of the student's health record.

All health records and forms will be maintained for a minimum of three years after the student has graduated from high school or reaches the age of 21, whichever occurs first, and then destroyed. If a student withdraws from Town and Country School, a copy of the health records and forms will be maintained as stated in this section.

### **Medication Records Forms**

Standardized Town and Country School medication record forms will be maintained in the school nurse's office within a medication notebook(s). The medication notebook(s) will contain:

- All student medication record forms for the current school year.
- Legal custodian/physician permission forms.

These notebooks will be kept with or near the medication to be dispensed and will be available for review by appropriate school administrators and designated staff.

If a student is noted to exhibit questionable behavior or to raise concerns over the taking of medication, the appropriate school staff will contact the parent/guardian to address the concerns.

### **Self-Administration of Medication by Students**

Students able to self-administer specific medications (inhalers, etc.) may do so provided such medication and special equipment are transported and maintained under the student's control under the following conditions:

- A licensed physician or dentist treating the student must provide a written statement that the student has a particular medical condition (asthma, etc.), is capable of and has been instructed in the proper method of self-administration of medication.

- The parent/guardian has completed a written authorization for self-administration of medication.
- Parents/guardians electing to have the student self-medicate accept that Town and Country School, its agents and employees shall incur no liability for any adverse reaction or injury suffered by the student as a result of the self-administration of medication and/or using the specialized equipment.
- Town and Country School cannot accurately monitor the frequency and appropriateness of use for self-administered medications.
- If the parent/guardian legal custodian and physician authorize self-medication, Town and Country School is not responsible for safeguarding the student's medications or specialized equipment, such as asthma inhalers.
- Students who self-medicate are prohibited from sharing or playing with their medication or special equipment, i.e., inhalers, etc. If a student engages in these activities, the parent/guardian will be contacted in writing and a conference with the parent/guardian, student, nurse, and other appropriate persons will be scheduled.
- The authorization to self-administer may be revoked if the student demonstrates an inability to responsibly possess their medication. In this situation, the medication may be kept in the nurse's office for use.
- Students will not be allowed to self-administer:
  - Narcotics
  - Prescription pain killers
  - Ritalin or other stimulants
- Students may self-administer injectables according to physician's directives.

### **Nonprescription Medications Administration**

Non-prescription medication will only be administered with written authorization (see authorization form online) of the parent/guardian. School personnel will not administer any nonprescription medication without the consent of the parent/guardian. The medication will be administered in accordance with label directions or written instructions from the student's physician. If a student requests more than the medication label indicates, a written authorization stating dosage amounts must be signed and submitted by the parent/guardian.

## **Prescription Medications Administrations**

Prescription medications will be administered as follows:

- The medication will only be administered with written authorization and instructions. (See the authorization form online)
- The medication must be in the original container that indicates:
  - Student's name.
  - Current date.
  - Name and strength of medication and expiration date.
  - Dosage and directions for administration.
  - Name of the licensed physician or dentist.
  - Date, name, address and phone number of the pharmacy.
- It is the responsibility of the parent/guardian to maintain the supply. A staff member will communicate with the parent/guardian via email when the medication supply is low.
- Medication may be administered in any area of the school, including but not limited to any classroom, hallway, office, auditorium, or cafeteria. If privacy is requested by the student or parent/guardian, the student may come to the nurse's office to take medication. The goal of Town and Country School is to minimize disruption of the classroom and school day.
- Medication may be given 30 minutes before or 30 minutes after the requested time. This is an unlikely scenario; however, a situation may arise where this cannot be avoided.

## **Field Trips**

If a student needs medication during a field trip, a medication packet will be prepared in advance and given to a trained staff member for distribution. The packet will include: a copy of the medication authorization form, medication to be administered in a labeled container, and emergency medical plans when needed. Emergency medications for students with seizure disorders or diabetes will be sent with authorized staff. All unused medications will be returned to the nurse's office upon return from the field trip.

School staff members administering medications during a field trip/outdoor education experience shall follow the applicable sections of these regulations.

If the student is self-administering medication, the section on the parent's/guardian's permission form must be completed and the "Self-Administration of Medication by Students" section of these regulations must be followed.

### **Emergency Administration of Medication**

Parents/guardians requesting emergency medication administration to a student will be required to complete an **Emergency Action Plan** form for the diagnosed condition at the beginning of each school year. The form lists prescription and nonprescription medications, physician orders for emergency situations and medically diagnosed allergic condition(s) requiring prompt treatment to protect the student from harm or death.

When medications are given in an emergency, the parent/guardian will be notified when feasible. Other appropriate personnel will also be notified.

The recording and documentation of emergency medications administration will be completed in compliance with the applicable sections of these regulations.

### **Handling and Storage of Medications**

All medication, except those approved for keeping by students for self-medication, must be delivered by the parent/guardian to the school. The school nurse or medication assistant must:

- Examine any new medication to ensure it meets the requirements of these regulations and verify that the appropriate forms have been completed.
- Record on the medication record the date the medication was delivered, name of the medication, dose, and the amount of medication received.
- Store medication requiring refrigeration at the appropriate temperature.
- Keep all medication, except those approved for keeping by student self-medication, in a designated locked container, cabinet or closet used exclusively for medication storage.

Access to all stored medications shall be limited to the school nurse, medication assistant, and administration. The school nurse, medication tech, and administration will have access to the keys for the locked cabinets.

### **Documentation and Recordkeeping**

Recordkeeping of the administration of medication shall be entered on the medication record. The record, along with the authorization form and other applicable medication forms, will become a part of the student's health record.

Each dose of medication shall be documented in the student's individual medication record. Documentation will include:

- Date, time, dosage, route of administration.
- Effectiveness, side effects (if any).
- Signature and title of the person administering the medication.
- Reason the medication was not administered as ordered, if applicable.

Documentation of effects for long-term medications will be summarized, as needed, by the school nurse.

An error in the administration of medication must be immediately reported to the school nurse or Executive Director with documentation of who reported (name, title), date and time. The school nurse will initiate appropriate action (including but not limited to, checking vital signs), complete the medication incident report, and document on the health record as indicated. The school nurse will immediately advise the parent/guardian, prescribing doctor, primary care physician (as needed), and appropriate principal. If the error was committed by the school nurse, the nurse will follow the same procedure identified above.

Records of all controlled substances shall be entered with the following additions:

- After each dose is administered, the remaining amount of the controlled drug must be counted and recorded on the medication record.
- A true copy of the forms will be retained by the school for three years after high school graduation or the student's attainment of age 21, whichever occurs first.
- Any loss or theft of controlled substances will be reported immediately, upon discovery, to the Executive Director and an investigation will occur.

The school nurse will perform a monthly review of all documentation pertaining to the administration of students' medication.

### **Destruction of Medication**

Medication that is not reclaimed by the parent/guardian by the last official day of the school year will be destroyed by the school nurse in the presence of a witness (i.e. principal, medication assistant, or Executive Director) as follows:

- Medication will be destroyed in a non-recoverable fashion.

- Liquid medication, pills or tablets will be destroyed according to Town and Country School policy.
- The following information will be charted on the student's health record and signed by the school nurse and witness:
  - Date of destruction
  - Name, strength, and quantity of medication destroyed
  - Manner of destruction of medication

### **Refusal of Administration**

In accordance with the standards of nursing practice, the school nurse may refuse to administer a medication based on his/her assessment of student and in conjunction with professional and clinical judgment. Any medication that has the potential to harm, be dangerous, or inappropriate may be withheld. In these cases, the parent/guardian and licensed prescriber will be notified immediately and the reason for refusal will be explained.

### **Discontinuing Medication**

The school nurse will advise the appropriate administrative staff when discontinuing a medication is appropriate. Legitimate reasons for discontinuing administration of medication include but are not limited to:

- Lack of cooperation with the student, parent/guardian and/or prescribing doctor and Town and Country School.
- An unexpected and/or adverse medical reaction at school (mood change, allergic reaction, etc.), considered to be detrimental to the health and well-being of the student and not in keeping with sound medical practice.
- Any apparent change in the medication's appearance, odor, or other characteristics, such that the staff at Town and Country School question the quality of the medication.
- The medication expiration date has passed.

The parent is responsible for notifying Town and Country School of any changes in or discontinuation of prescribed medication that is being administered at school.

### **Liability**

When Town and Country School policies and procedures are followed, all staff at Town and Country School are released from liability for damages which might result from administration of medication.

Administration of medication is a procedure of a licensed nurse. The licensed nurse can delegate the administration of medication to non-licensed staff, but the responsibility and accountability remains solely with the licensed nurse.

### **Confidentiality**

To the extent legally permissible, staff members may be provided with information regarding medication and its administration as may be in the best interest of the student.

### **Nursing Care and Products**

At Town and Country School, we strive to provide the best care possible. While on campus, your student may need care for various ailments or injuries. Please, notify the school nurse, the Executive Director, or Principal of any allergies, preferences, or any other information we may need to provide care within the limits parents/guardians are comfortable with.

If you would like to provide a supply of a preferred medicine or topical agents at school for your student, please contact the school nurse.

## **Medication Disposal Policy**

Purpose: to ensure unclaimed or expired medications are properly destroyed.

Procedure: Parents will be notified at intervals of approximately one month, one week, and one day before the last day of school to pick up any unused medications left at school for student use. Any medications that are not claimed by the last day of school will be destroyed in accordance with Town and Country School policy. The school nurse and one witness will ensure medications are destroyed properly. Medication name and strength will be recorded. Two signatures will be required for all paperwork regarding disposal of medications.

**FIRST AID/ EMERGENCY TREATMENT PURPOSE:**

To authorize the emergency administration of first aid to students and define the treatment responsibility in such emergencies.

Town and Country School personnel serve as the entity responsible for administering first aid or emergency treatment in case of sudden illness or injury to a student or an employee. Parents/guardians or people responsible for the student's care are responsible for providing emergency medication. However, the administration of emergency medications by licensed personnel or designated employees will be governed by applicable state law. Town and Country School will annually update the emergency medical authorization forms for students enrolled. Emergency authorization forms may be obtained from the Town and Country School website, the school nurse, or personal physician. In all cases where the nature of an illness or an injury appears serious, school officials will contact, if possible, the parent/guardian or person responsible for the student's care. In extreme emergencies, appropriate arrangements may be made for medical services. Once the student is under the care of the Emergency Medical Responders such as EMSA, the custodial responsibility, authorization of care, and parent/guardian contact shifts to the Emergency Medical Responder. The cost of medical emergency services will be the responsibility of the parents/guardians.

**COMMUNICABLE / INFECTIOUS DISEASES PURPOSE:**

To protect the health of Town and Country School students, employees, and patrons.

Students with communicable or infectious disease may be prohibited from attending school until they are no longer contagious, or until a plan adequately protecting other students and employees in the school environment against transmission of the disease has been developed. The Executive Director shall communicate with the school nurse or other personnel to determine if the student’s condition warrants convening a multidisciplinary team meeting to develop a plan.

**Should I keep my child home from school?**

There are three reasons to keep sick children at home:

1. When your child has a contagious or communicable disease.
2. When your child is exhibiting any of the signs or symptoms listed below or has an illness for which temporary exclusion is recommended for the health and safety of your child as well as other children.
3. When your child does not feel well enough to comfortably participate in their normal school activities.

Guidelines for when to exclude a student from school due to symptoms or illnesses:

**SYMPTOM**

**CHILD MUST STAY HOME?**

**Fever:**

A fever is noted with a temperature of 100.4° F or greater

**YES** –The student should be fever free, without the use of fever-reducing medicines for 24 hours before returning to school and be well enough to participate in normal school activities.

**Flu Symptoms:**

Fever over 100.4° F or greater with cough and/or sore throat. Other flu symptoms can include fatigue, body aches, chills, and loss of appetite.

**YES** – for at least 24 hours after there is no longer a fever, without the use of fever-reducing medicines and symptoms are improving. Students should be well enough to participate in normal school activities.

**Mild Upper Respiratory or Cold Symptoms:**

Stuffy nose with clear drainage, sneezing, mild cough; no temperature elevation.

**NO** – may attend if well enough to participate in school activities. If symptoms get worse or not improved with home or over the counter treatments, contact your healthcare provider.

**Vomiting:**

Two or more episodes of vomiting in the past 24 hours.

**YES** – if vomited more than 2 times in 24 hours unless there is a documented underlying medical condition. Student excluded from school until vomiting resolves (no further vomiting for 24 hours and is well enough to participate in normal school activities).

**Diarrhea:**

Frequent, loose or watery stools compared to child's normal pattern; not caused by diet or medication

**YES** – if the child looks or acts ill; if the child has diarrhea with a fever (temperature of 100.4° F or greater); if child has diarrhea and vomiting.

Student excluded from school until well enough to participate in normal school activities and stool frequency is no more than 2 stools above normal frequency and symptoms improving/resolved

**Rash WITH Fever**

Change in normal skin appearance. It can take many forms depending on the cause.

**YES-** if behavioral changes are noted, rash spreads quickly, has open oozing wounds, red, warm or tender to touch and/or is not healing. Contact healthcare provider with associated fever. May return to school when well enough to participate in normal activities and symptoms are improving/resolved.

Note: A body rash without a fever or behavior changes usually does not require exclusion from school; seek medical advice

**Conjunctivitis**

**(Pink Eye)- bacterial**

**or viral**

Red/pink itchy, swollen eyes,

**YES** – discharge/drainage and signs of infection have cleared or once treatment has been initiated by prescribed by a health care provider.

eye discharge/drainage  
that  
is thick and yellow or  
greenish  
in color, possible light  
sensitivity or eye pain.

**Head lice (pediculosis)**

Itching of head/neck;  
visible crawling (live) lice  
in the hair

**NO** – parent/guardian notified. Treatment must be initiated before returning to school. Students will be rechecked and must obtain clearance from health personnel or designated staff prior to returning to school/class.

**Skin lesions (to include streptococci, staphylococcus, impetigo and MRSA infections).**

Itchy blister like lesions  
filled with yellow or  
honey-colored fluid that  
oozes then dries and  
crusts over; or  
bump/infected area that  
is red, swollen, painful,

**YES** – for 24 hours after antibiotic treatment initiated.

Note: Lesions must be covered for school attendance.

warm to the touch with or without pus/drainage.

**Scabies**

**YES-** until prescribed treatment is completed

Intense itching especially at night, pimples of tiny blister-like scaly rash with may affect much of the body (common in between fingers and around wrists, elbows, armpits, and knees).

**Ringworm**

**NO** – treatment must be initiated and affected areas must be covered for school attendance.

Fungal infection that may affect skin and is characterized by ring-shaped, itchy, red, scaly rash; there may also be cracked skin and/or hair loss if infection develops on the scalp

**Chicken pox** - Itchy fluid-filled blisters that begin on the face, chest, and

**YES-** Student may return to school when blisters have dried or until no new lesions appear within a 24-hour period.

back then spread to the rest of the body

**Hand, Foot, and Mouth Disease (Coxsackie virus)**

Fever, sore throat, poor appetite, skin rash, flat or raised red spots usually on the palms of hands, soles of feet and may appear on knees, elbows, bottom, or genital area; may experience diarrhea and vomiting

**YES-** Student must be fever free without the use of fever-reducing medicines for 24 hours; may return to school when well enough to participate in normal school activities and symptoms are improving/resolved.

**Respiratory Illnesses (including but not limited to Influenza, COVID-19 and RSV)**

Fever, chills, body aches, cough, runny or stuffy nose, sore throat, headache, and /or muscle aches

**YES -** Student must be fever free without the use of fever-reducing medicines for 24 hours; may return to school when well enough to participate in normal school activities and symptoms are improving/resolved.

**Vaccine Preventable  
Diseases- Reportable to  
THD**

**YES** – medical attention is necessary. Exclusion from school until determined not infectious by medical care provider.

- **Measles**- High fever, red eyes, runny nose, and cough; a rash appears 3 to 5 days after initial symptoms
- **Mumps**- Swelling of one or more of the salivary glands, headache, low grade fever, and muscle aches, decreased appetite, and fatigue
- **Rubella (German Measles)**- Low grade fever (less than 101) and rash that starts on the face and spreads to the rest of the body

- **Pertussis (Whooping Cough)**- Uncontrollable coughing which makes it hard to breathe, runny nose, sneezing, low-grade fever
- **Tuberculosis**- Fatigue, significant weight loss, fever, night sweats, cough that may produce blood, and chest pain.

**What can I do to help prevent the spread of contagious diseases in my home?**

- Remind your children to wash their hands often or sanitize when soap and water are not available.
- Reinforce the practice of coughing and sneezing into a sleeve or upper arm instead of hands.
- Throw away tissues immediately after each use and immediately wash or sanitize hands.
- Remind your children not to drink or eat after others, including family members.

- Provide your children with a balanced diet.
- Keep bedtime regular. School aged children need 8-10 hours of sleep each night.
- Encourage at least 60 minutes of daily exercise.
- Encourage your children to dress appropriately for the weather. Layering clothing so they may remove and add as their activity level warrants.
- Take your child to the doctor if the symptoms persist.
- If you use over the counter medications, use those that are specific to your child's symptoms. NEVER give children aspirin, adult medications, someone else's medication or medication left over or outdated.
- Increase fluid intake (juice and water).
- Allow your child to rest and fully recover before sending him/her back to school.

REMINDER: The school can administer medications with the appropriate permission forms. These forms may be obtained from the school nurse or on our website. The form and medication (in the original container, properly labeled) is to remain in the nurse's office until the medication is depleted or discontinued by the physician. If your student's condition requires them to carry their medication with them, a self-administration form must be completed and signed by the physician. This form is also available in the nurse's office.

Please contact your school nurse's office should you have any questions or wish to discuss your child's medical condition.