

## **Section 8000 – Students**

### Administration of Medication

Medication may be administered to students only according to the following conditions indicated below. Parents/Guardians are urged to give medications at home and/or on a schedule other than during school hours. If it is necessary that medication be administered to students during school hours, the following regulations must be followed:

1. Administration by School Personnel
  - A. The parent/guardian must request in writing that the school administer medication in compliance with licensed prescriber's written instructions. Written instructions from the parent/guardian and licensed prescriber must include the name of the student, the name of the medication, dosage, time to be administered, route of administration, and the duration of administration and must accompany the medication. The parent/guardian or responsible adult must:
    1. Bring the medication in an original container or current prescription container directly to the school office and give the medication to an adult staff person; or
    2. Have the pharmacy from which the medication was purchased deliver the medication directly to an adult staff person in the school office.
  - B. All controlled substance medications will be counted and recorded in the student's health record upon receipt from the parent/guardian.
  - C. Oral medications will be placed in a cassette by the school nurse according to District procedures. Expiration dates for medications will be noted in the student's health record.
  - D. The medication must be administered by an administrator or staff person(s) designated by the administrator.
    1. The administrator will designate one or more persons to administer all medication in the building. Designation for medications administered via various routes such as inhalation, injections

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- (subcutaneous, intramuscular, or intravenous), optic, otic, rectal, or gastrostomy must comply with the Delegation policy (#8482).
2. School staff members administering medication must satisfactorily complete the training provided by a Grand Rapids Public Schools school nurse. The training is to include District policy and procedures regarding medication administration and documentation of individual completion of training. Staff administering medications may be required to participate in training again if the medication audit is not satisfactory or if additional training is needed as determined by the school nurse. Documentation of medication training shall be recorded on the Medication Administration Certificate of Attendance and this certificate will be kept in the medication book in the school. A copy will also be kept on file in student services.
  3. Medication must be administered in an appropriate place so as to preserve the dignity of the student. Whenever practical, the school administrator, teacher, or other school employee designated by the school administrator to administer the medication to the student, will administer the medication in the presence of another adult. Another adult is not necessary if the individual administering medications is a licensed professional nurse as described by Michigan School Code, Section 380.1178.
  4. The individual student log of all medication administered shall be kept in written or electronic format for a period of seven years beyond the expected date of graduation. The log is to include the name of the student, medicine, dosage, time administered, and identification of the person administering the medication.
  5. If an error is made in recording, the individual who administered the medication shall cross out, initial the error, and make correction in the log.

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6. Medication must be kept in a locked container, drawer, or cabinet. Emergency medications may be stored in an area readily accessible to the individual designated to administer them. If emergency medications are NOT stored in the main office, the location where they are stored will be noted on the student's Emergency Action Plan.
7. Field Trip Procedure- Individual student's medication will be placed in a Field Trip Envelope by a nurse. This envelope will be labeled with the date, student's name, medication name, dosage, and time of administration. This envelope will be carried by an adult staff member certified to administer medication.
8. The administration of medication must cease at the written request of the parent/guardian or at the end of the time period of the prescription.
9. Changes in the medication dosage may only be made according to the written instructions of the student's licensed prescriber and parent/guardian.
10. The student's parent/guardian or adult students shall provide the school with a prescription renewal at least annually for students needing to receive medication over a length of time. Renewal orders and medication supply will be the responsibility of the parent/guardian or adult student.
11. Nurses will coordinate administration of medications according to nursing protocols and Grand Rapids Public Schools policies.
12. Medication left over at the end of the school year shall be picked up by the parent/guardian or a responsible adult. The school will appropriately dispose of the medication that is not picked up and record this disposal on the Medication Comments form. Disposals should be witnessed by a second adult and be documented.
13. If an adverse reaction to the medication occurs, the parent/guardian should be notified and, if necessary, staff should

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call 911 for emergency services. The school nurse will be consulted first for any non-emergency concerns or questions.

- E. Nurses will evaluate administration of medications and provide annual reports to Student Services and Risk Management to adjust training and practice as indicated.

#### 2. Administration by Student

While it is recommended that medication be administered according to the above conditions, students may keep medication with them and self-administer it under the following listed conditions. Self-administration shall be disallowed if there is misuse by the student.

- A. The parent/guardian or adult student must inform the school in writing that the student will have said medication (prescribed or non-prescribed) and will be self-administering. Notification must include exact dosage, the name of the student, name of the medication, time to be administered, route of administration, duration, and the written consent for self-administration by the licensed prescriber.
- B. The medication must be carried in a properly labeled container.
- C. Only enough medication for one (1) day may be kept by the student. However, students may carry inhalers or insulin that contain multiple doses.
- D. The medication must not be stored in the student's locker.
- E. A written request for student self-administration must be received annually or episodically.
- F. Teachers will be informed of students who will be in possession of medications for self-administration.

#### 3. Non-Compliance of Policy and Rules

- A. The parent/guardian will be notified of students observed with or taking medication in violation of this policy and rules.
- B. Discipline Policy #8350 will be followed where appropriate for violations of this policy and rules.

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- C. Where the previously described conditions are not satisfied, staff shall refuse to continue the administration of the medication, unless failure to administer the medication would create a life-threatening situation. Where conditions are not satisfied, parents/guardians will be immediately notified that staff will not administer medications until conditions are satisfied.
  - D. If an error is made in administering medications, such error must be reported immediately to the building administrator and the school nurse. The parent/guardian must be informed of the error and a physician consultation suggested. An incident report should be filed and a copy sent to Student Services.
4. Administration of Emergency Medication for Anaphylaxis
- A. **Recognition of Common Allergens and Anaphylaxis Symptoms**  
Anaphylaxis is a severe and life-threatening allergic reaction. Anaphylaxis may occur within minutes or longer after exposure to an allergen. The most common allergens that may cause anaphylaxis are food, insect bites, medications, and latex.
  - B. **Emergency Preparedness**
    - 1. Each school operated by the District shall maintain at least two epinephrine auto-injector devices at all times, regardless of whether any student/staff member has been diagnosed with allergies.
    - 2. The epinephrine auto-injectors maintained by the school may only be used by: (a) a licensed registered professional nurse who is employed or contracted by the District, or (b) a MERT team member or (c) school employee who is trained in the administration of an epinephrine auto-injector and who is authorized pursuant to this policy to administer an epinephrine auto-injector maintained by the school.
    - 3. The Superintendent (or designee) shall, in consultation with a licensed registered professional nurse or other health care provider, determine the appropriate dose(s) of epinephrine auto-injectors

- (e.g., Junior or Adult) to be maintained at each school based upon the school population.
4. Maintenance/Storage/Disposal Requirements: Epinephrine auto-injectors maintained by the school shall be stored according to a manufacturer’s direction, at the appropriate temperature, and in a clearly labeled and unlocked cabinet/container easily accessible to authorized personnel.
  5. The Board directs the Superintendent (or designee) to authorize a licenses registered professional nurse who is employed or contracted by the District, a MERT team member or school employee who is trained in the administration of an epinephrine auto-injector under this policy, to possess an epinephrine auto-injector and to administer an epinephrine auto-injector to:
    - a. A student who has a prescription on file at the school; or
    - b. Any other individual (including a student) on school grounds who is believed to be having an anaphylactic reaction.
  6. The Superintendent (or designee) shall:
    - a. Designate and ensure that each school building within the District with an instructional and administrative staff of at least 10 has at least two employees at the school who have been trained in the appropriate use and administration of an epinephrine auto-injector.
    - b. Designate and ensure that each school building within the District with an instructional and administrative staff of fewer than 10 has at least one employee at the school that has been trained in the appropriate use and administration of an epinephrine auto-injector.
  7. Training
    - a. For purposes of this policy, “trained in the appropriate use and administration of an epinephrine auto-injector” means

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completion of training conducted under the supervision of a licensed registered professional nurse, and shall include evaluation by a licensed registered professional nurse.

- b. The Superintendent (or designee) shall maintain documentation of training completed by each employee authorized to administer an epinephrine auto-injector.

C. Notice and Reporting. The Superintendent (or designee) shall:

1. Promptly notify the parent/legal guardian of a pupil to whom an epinephrine auto-injector has been administered and document all actual and attempted notice.
2. At least annually, report to the Michigan Department of Education in the form and manner prescribed by the Department, all instances of epinephrine auto-injector administration to a student at school.

D. Student Possession and Use

1. The emergency anaphylactic policy requirements in this section do not alter the rights of those individuals authorized by law to self-possess or self-administer:
  - a. A metered dose inhaler or a dry powder inhaler to alleviate asthmatic symptoms or for use before exercise to prevent the onset of asthmatic symptoms.
  - b. An epinephrine auto-injector or epinephrine inhaler to treat anaphylaxis.

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