

ADMINISTERING MEDICATION

The Holmdel Township Board of Education shall not be responsible for the diagnosis and treatment of pupil illness. The administration of medication to a pupil during school hours will be permitted only when failure to take such medicine would jeopardize the health of the pupil, or the pupil would not be able to attend school if the medicine were not made available to him/her during school hours.

For purposes of this policy, "medication" shall include all medicines prescribed by a medical provider for the particular pupil, including emergency medication and all non-prescription "over the counter" medication.

Before any medication may be administered to or by any pupil during school hours and school-sponsored functions, the Board shall require the written request of the parent/guardian which shall give permission for such administration and relieve the Board and its employees of liability for administration of medication. In addition, the Board requires the written order of the prescribing physician which shall include:

- A. Name of medication;
- B. Purpose of the medication;
- C. The dosage and form;
- D. The time at which or the special circumstance under which medication shall be administered;
- E. The length of time for which medication is prescribed; and,
- F. The possible side effects of the medication.

Both documents shall be kept on file in the office of the school nurse.

The district's medical inspector shall develop procedures for the administration of medication which provide that:

- A. All medications, whether prescribed or "over the counter", shall be administered by the medical inspector, school nurse or substitute school nurse, the parent/guardian or the pupil himself/herself where the parent/guardian so permits and with the school nurse present;



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- B. Medications shall be securely stored and kept in the original labeled container;
- C. The school nurse shall maintain a record of the name of the pupil to whom medication may be administered, the prescribing physician, the dosage and timing of medication and a notation of each instance of administration;
- D. All medications shall be brought to school by the parent/guardian or adult pupil and shall be picked up at the end of the school year or the end of the period of medication, whichever is earlier; and,
- E. A student may self-administer medication without supervision of the school nurse for asthma or other life-threatening illnesses. "Life-threatening illness" has been defined as an illness or condition that requires an immediate response to specific symptoms or sequelae that if left untreated may lead to potential loss of life such as, but not limited to, the use of an inhaler to treat an asthma attack or the use of an adrenalin injection to treat a potential anaphylactic reaction.

Each school in the district shall have and maintain at least one nebulizer in the office of the school nurse. The Superintendent shall prepare and the Board shall adopt regulations on the administration of asthma medication through the use of a nebulizer by the school nurse. Regulations shall be in accord with New Jersey statute and administrative code and shall include, but not be limited to the following:

- A. Requirement that each school nurse shall be authorized to administer asthma medication through use of a nebulizer;
- B. Requirement that each school nurse receive training in airway management and in the use of nebulizers and inhalers consistent with nationally recognized standards; and,
- C. Requirement that each student authorized to use asthma medication or a nebulizer have an asthma treatment plan prepared by the student's physician, that identified, at a minimum, asthma triggers and an individualized health care plan for meeting the medical needs of the student while attending school or a school-sponsored event.

Pupil Self-Administration of Medication

The Board shall permit self-administration of medication for asthma or other potentially life-threatening illnesses by pupils who have the capability for self-administration of medication, both on school premises during regular school hours and off-site school-sponsored events when a pupil is participating in field trips or extracurricular activities. Parents/guardians of the pupil must meet the following conditions:

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- A. Provide the Board with written authorization for the pupil's self-administration of medication;
- B. Provide written certification from the pupil's physician that the pupil has asthma or another potentially life-threatening illness and is capable of and has been instructed in the proper method of self-administration of medication; and,
- C. Sign a statement acknowledging that the district shall incur no liability as a result of any injury arising from the self-administration of medication by the pupil and that the parents/guardians shall indemnify and hold harmless the district and its employees or agents against any claims arising out of the self-administration of medication by the pupil.

The Board shall:

- A. Inform the pupil and his/her parents/guardians that permission is effective for the school year for which it is granted and must be renewed for each subsequent school year upon fulfillment of requirements listed above;
- B. Inform parents/guardians in writing that the district and its employees or agents shall incur no liability as a result of any injury arising from the self-administration of medication; and,
- C. Maintain the right to revoke or deny a pupil's permission to self-medicate if he/she has failed to comply with all conditions of this policy and/or has violated in any way the tenets of the agreement to self-medicate. The Superintendent shall confer with the school physician and school nurse prior to recommending termination of a pupil's permission to self-medicate and shall also consult with the pupil, the pupil's parents/guardians and the pupil's physician.

Emergency Administration of Epinephrine

The Board shall permit the school nurse to administer epinephrine via a pre-filled auto-injector mechanism in emergency situations. In their absence, a designee or designees who are employees of the Board may do so.

The designees must be properly trained by the school nurse in the administration of the pre-filled auto-injector mechanism using the standardized training protocol designated by the State Department of Education. Each designee shall receive individual training for each pupil for whom he/she is designated.

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The Board shall inform the pupil's parents/guardians in writing that if the specified procedures are followed, the district, its employees and agents shall have no liability as a result of any injury arising from the administration epinephrine via pre-filled auto-injector mechanism to the pupil.

Parents/guardians shall provide the Board with the following:

- A. Written orders from the physician that the pupil requires the administration of epinephrine for anaphylaxis and does not have the capability for self-administration of the medication;
- B. Written permission for the administration of epinephrine via a pre-filled auto-injector mechanism by the school nurse or designee(s); and,
- C. A signed statement acknowledging their understanding that if the specified procedures are followed, the district shall have no liability as a result of any injury arising from the administration of the Epinephrine via a pre-filled injector mechanism by the school nurse or designee(s) to the pupil and that the district, its employees, and agents shall be indemnified and held harmless against any claims arising out of the administration of epinephrine via other pre-filled auto-injector mechanism to the pupil.

Permission for the administration of epinephrine via a pre-filled auto-injector mechanism shall be granted annually and must be renewed each school year upon the fulfillment of the above requirements.

Placement and Availability of Epinephrine, and Transportation to Hospital Emergency Room

Pursuant to P.L. 2007, C. 57, school policy requires:

- A. The placement of a pupil's prescribed epinephrine in a secure but unlocked location easily accessible by the school nurse and designees to ensure prompt availability in the event of an allergic emergency at school or at a school-sponsored function. The location of the epinephrine shall be indicated on the pupil's emergency care plan. Back-up epinephrine shall also be available at the school if needed;
- B. The school nurse or designee to be promptly available on site at the school and school-sponsored functions in the event of an allergic reaction; and,
- C. The transportation of the pupil to a hospital emergency room by emergency services personnel after the administration of epinephrine, even if the pupil's symptoms appear to have resolved.

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Implementation

The Board may adopt additional regulations on all aspects of the administration of medication.

Source: Regular Public Meeting

Date: May 25, 1994

Revised: January 14, 1998

Revised: January 12, 2005

Revised: June 10, 2009

Key Words

Administering Medication, Medication in School, Nebulizer

Mandated:

N.J.S.A. 18A:40-12.5 through -12.6 require policy for the administration of epinephrine via epi-pen for pupil anaphylaxis.

N.J.S.A. 18A:40-12.8 requires the adoption of administrative code by the State Board that would require Board policy on the administration of asthma medication through the use of a nebulizer by the school nurse or other designee.

N.J.A.C. 6A:16-1.4 (a) 6 and 7 require policy on aspects of administration of medication.

N.J.A.C. 6A:16-2.1 (a) 2 requires written policy procedures and mechanisms for the provision of health, safety and medical emergency services and ensure staff are informed regarding the administration of medication to students at school by authorized individuals.

N.J.A.C. 6A:16-2.1 (a) 5 incorporates the statutory requirement in 18A:40-12.8. Boards shall develop policies for the treatment of asthma in the school setting, requiring that each school nurse be authorized to administer medication through the use of a nebulizer; be trained in airway management and the use of the nebulizer; and that each student authorized to use asthma medication have an Asthma Action Plan (AAP).

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Other Reasons:

Bernards Township commissioner decision declared only school nurses could administer medication. Communications Workers of America state board decision declares registered nurse can also administer medication. N.J.A.C. 18A:40-12, as amended by P.L. 2007, c. 57, requires the school nurse to recruit and train additional school employees as “volunteer designees” to administer epinephrine for anaphylaxis when the nurse is not physically present.

N.J.S.A. 18A:40-12.3 requires the Board to permit pupil self-administration of medication for asthma or other potentially life-threatening illnesses.

In June 1995 the State Department of Education Division of Student Services issued Policy Advisory #1, which included a definition of “life-threatening illness” developed in consultation with the State Department of Health and the New Jersey Chapter of the American Academy of Pediatrics. It also included a recommendation that district policy allowing self-medication should contain a statement that the privilege may be revoked if the pupil has failed to comply with policy conditions and tenets of the agreement to self-medicate.

The Board must also allow pupil self-administration of medication without supervision of the nurse for asthma or other life-threatening illnesses.

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| <u>Legal References:</u> | <u>N.J.S.A.</u> 18A:11-1 | General mandatory powers and duties |
| | <u>N.J.S.A.</u> 18A:40-1 | Employment of medical inspectors, optometrists and nurses; salaries; terms; rules |
| | <u>N.J.S.A.</u> 18A:40-3.2 <u>et seq</u> | Medical and Nursing Personnel |
| | <u>N.J.S.A.</u> 18A:40-4 | Examination for physical defects and screening hearing of pupils |
| | <u>N.J.S.A.</u> 18A:40-7 | Exclusion of pupils who are ill |
| | <u>N.J.S.A.</u> 18A:40-12.3 | Self-administration of medication by pupil; conditions through -12.4 |

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Legal References: (Cont.)

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| <u>N.J.S.A.</u> | 18A:40-12.5 | Policy for emergency administration of epinephrine to public school pupils |
| <u>N.J.S.A.</u> | 18A:40-12.6 | Administration of epinephrine; primary responsibility; parental consent |
| <u>N.J.S.A.</u> | 18A:40-12.7 | Nebulizer |
| <u>N.J.S.A.</u> | 18A:40-12.8 | Administration of asthma medication by school nurse through nebulizer; training; pupil asthma treatment plan |
| <u>N.J.S.A.</u> | 18A:54-20 | Powers of Board (county vocational schools) |
| <u>N.J.S.A.</u> | 45:11-23 | Definitions |
| <u>N.J.A.C.</u> | 6A:16-1.1 <u>et seq.</u> | Programs to Support Student Development |

See particularly

N.J.A.C. 6A:16-1.3
-1.4(a), -2.1, -2.2,
-2.3, -2.4

Bernards Township Education Association v Bernards Township Board of Education,
1981 S.L.D. (9/29/81), aff'd State Board, 1982 S.L.D. 4/7/82,
Aff'd App. Div.,
unpublished opinion (A-4211-81T3, 5/18/83)

Communications Workers of America, Local 1033, On behalf of Karen Norton, Barbara Woolston, Mary Ellen Schoen et al. v. New Jersey State Department of Education, Marie H. Katzenbach School for the Deaf, State Board Docket #52-91

Policy Advisory #1 on N.J.S.A. 18A:40-12.3 et seq. Self-Administration of Medication By a Pupil, New Jersey State Department of Education, June 5, 1995

Protocol and Implementation Plan for the Emergency Administration Of Epinephrine by a Delegate Trained by the School Nurse, New Jersey State Department of Education, October, 1998

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Possible

Cross References: *5131.6 Drugs, alcohol, tobacco (substance abuse)
 *5141 Health
 *5141.1 Accidents
 *5141.2 Illness
 *5141.3 Health examinations and immunizations
 *6153 Field trips

*Indicates policy is included in the Critical Policy Reference Manual.