

HARVEST RIDGE COOPERATIVE CHARTER SCHOOL
ADMINISTRATION OF MEDICATION POLICY

The Harvest Ridge Cooperative Charter School (“HRCCS”) staff is responsible for overseeing the administration of medication to students attending HRCCS during regular school hours, including before- or after-school programs, field trips, extracurricular or co-curricular activities, and camps or other activities that typically involve at least one overnight stay from home. It is imperative that practices followed in the administration of medication be carefully delineated to ensure the safety of our students and the legal protection of our employees.

When the school has received written statements from the student’s physician and parent/guardian, designated personnel shall assist the student in taking the medication. In addition, upon written request, designated personnel may assist the student in monitoring, testing or other treatment of an existing medical condition

Upon written request by the parent/guardian and with the approval of the student’s physician, a student with an existing medical condition that requires frequent monitoring, testing or treatment may be allowed to self administer this service. The student shall observe universal precautions in the handling of blood and bodily fluids.

MEDICATION ADMINISTRATION

Before a designated employee assists in the administration of any medication to any student during school hours, the school shall have:

1. A written statement from the student’s physician detailing the method, amount and time schedules by which the medication is to be taken
2. A written statement from the student’s parent/guardian requesting the district to assist the student in taking the medication as prescribed by the physician.
3. Parents/guardians shall provide a properly labeled pharmacy bottle containing the name and telephone number of the pharmacy, the student’s identification, name of the physician, and dosage and time of the medication to be given.
4. When a controlled substance is to be taken at school, the school nurse or designated employee shall count the number of pills provided along with one other employee or the parent/guardian at the time the medication is delivered to the school. The pill count shall be placed on the log and monitored as dispensed. The pills shall be recounted at the time the parent/guardian retrieves them from the school.

The designated employee shall:

1. Be responsible for the medication at school and administer it in accordance with the physician’s written orders

2. Maintain a log recording the student's name and the time and date when medications were given. Keep medications in a locked drawer or cabinet except as specified in 4.
3. Life saving medications, i.e., Epi-pen, Glucagon, and Diastat, shall be kept in a secure area, accessible to staff in case of an emergency.
4. The school shall contract with a Physician or Nurse Practitioner to obtain a prescription for stock Epi-pen. At least one stock Epi-pen shall be kept at each school site. A notice to employees shall be sent at the beginning of each school year identifying the location of the site Epi-pen.

Medications: Self-Administration

1. Students who need to take medication prescribed by the physician during the school day may potentially carry and self-administer medication if two requirements are met:
 - a. The school must receive a written statement from the physician with the following information:
 - i. The name of the medication;
 - ii. How it is to be used;
 - iii. Dosage;
 - iv. Confirmation that the student is able to self-administer the medication.
 - b. The school must receive a written statement from parent/foster parent/guardian with the following information:
 - i. Consent allowing the student to self administer his/her medication;
 - ii. Release allowing the school nurse or other designated school personnel to consult with the student's physician if questions or concerns arise;
 - iii. Release absolving the school district and school personnel from civil liability if the self-administering student suffers an adverse reaction.
2. Written authorization from the student's physician and parent/ guardian must be updated annually or whenever the medication or procedure for taking it changes.
3. Administrator and/or school nurse have final approval for medication to be self-carried and self-administered.

Anaphylactic Medications

1. Parents/guardians of students who may require emergency anaphylactic injections shall provide written permission for authorized staff to administer these injections. An Authorization to Administer Medication During School Hours form must also be completed.

2. Each year, school employees who volunteer to administer anaphylactic medications shall receive training in administering anaphylactic injections. Qualified medical personnel shall provide this training.
3. The Executive Director or designee shall schedule inservice meetings to:
 - a. Familiarize authorized staff with the prescribed medications and their location
 - b. Ensure that authorized staff are competent to administer anaphylactic injections
 - c. Train school personnel to recognize the symptoms of anaphylactic reactions

Physicians and parents/guardians of students who may require anaphylactic injections may be invited to attend these meetings.

Emergency Medications for Hypoglycemia

1. Parents/guardians of students who may require emergency glucagon injections for hypoglycemia shall provide written permission for authorized staff to administer these injections. An Authorization to Administer Medication During School Hours form must also be completed.
2. Each year, school employees who volunteer to administer glucagon shall receive training in administering injections for hypoglycemia. Qualified medical personnel shall provide this training.
3. The Executive Director or designee shall schedule in-service meetings to:
 - a. Familiarize authorized staff with the prescribed medications and their location
 - b. Ensure that authorized staff are competent to administer glucagon injections
 - c. Train school personnel to recognize the symptoms of hypoglycemia

Physicians and parents/guardians of students who may require glucagon injections for hypoglycemia may be invited to attend these meetings.

Emergency Seizure Medications

1. Parents/guardians of students who may require emergency seizure medication shall provide written permission for authorized staff to administer medication. An Authorization to Administer Medication During School Hours form must also be completed.
2. Each year, school employees who volunteer to administer emergency seizure medications shall receive training in administering the medication. Qualified medical personnel shall provide this training.
3. The Executive Director or designee shall schedule in-service meetings to:
 - a. Familiarize authorized staff with the prescribed medications and their location.
 - b. Ensure that authorized staff are competent to administer medication.

- c. Train school personnel to recognize the need for emergency seizure medication.

Physicians and parents/guardians of students who may require emergency seizure medications may be invited to attend these meetings.

Notifications

The Executive Director or designee shall inform all parents/guardians of the following requirements:

1. The parent/guardian of a student on a continuing medication regimen from a non-episodic condition shall inform the school nurse or other designated employee of the medication being taken, the current dosage and the name of the supervising physician.
2. The school nurse may communicate with the student's physician regarding the medication and its effects in order to safely carry out the provider's order and may counsel school personnel regarding the possible effects of the drug on the student's physical, intellectual and social behavior, as well as possible behavioral signs and symptoms of adverse side effects, omission or overdose.

Training for Administration of Emergency Medications

Each year, school employees who volunteer shall receive training in administering anaphylactic injections. Qualified medical personnel shall provide this training. Notification of Volunteer Agreement for Training for Administration of Epinephrine Auto-Injector, and other emergency medications as needed, shall be sent to school employees at least once every year.

LEGAL PROVISIONS

The purpose of allowing medication to be given to students by authorized school personnel is to help provide for their general welfare by following the instructions of their physicians. This position is clarified by the intent seen in the following sections from the Nursing Practice Act (Chapter 6 commencing at Section 2700) Division 2 of the Business and Professions Code):

NURSING OR MINISTRATIONS NOT PROHIBITED BY CHAPTER

“The performance by any person of such duties as required in the physical care of a patient and/or carrying out medical orders prescribed by a licensed physician: provided, such person shall not in any way assume to practice as a professional, registered, graduate or trained nurse.” (Business and Professions Code Section 2727 (e).

PRACTICES UNAUTHORIZED

“This chapter confers no authority to practice medicine or surgery.” (Business and Professions Code 2726)