



HEALTH SERVICES

Prosper Independent School District

MEDICATION ADMINISTRATION GUIDELINES

Reference: PISD Board Policy – FFAC (LEGAL); FFAC (LOCAL); Texas Education Code § 22.052; Texas Health and Safety Code, chapter 168; Texas Department of State Health Services Guide to Medication Administration in Schools

Prescription or non-prescription medication required by a student should be administered at home by a parent or by the student's medical provider whenever possible. Parents should use every effort to have medication administration set for time periods other than school hours to avoid disruption of the student's school day. PISD recognizes, however, that it may be necessary for a student to receive medication during school hours in some instances. When home administration is not possible, authorized PISD staff may assist in the administration of medications to students during school hours in accordance with these guidelines and Board policy. School nurses will act in compliance with the Nurse Practice Act (NPA) at all times and will not administer medication in a manner that conflicts with their professional duties and expectations under the NPA or PISD policies.

I. Administration of Medications

- A. PISD staff will only administer those medications that must be given during the school day. If the therapeutic use of the medication can be accomplished by dosage outside of the school day, the medication should not be administered at school.
- B. Except as otherwise provided herein, only the school nurse, nurse substitute, health aide, or school employee designated by the Principal may administer medications to students.
 - Only the school nurse, RN nurse substitute, licensed athletic trainer, or licensed physician employed by the district may determine appropriateness of district-provided nonprescription medications for a student after assessment of the student, verification of parent/guardian consent, and assessment of medical contraindications & known allergens for the student.
- C. The school shall accept no more than a 30-day supply of a student's prescription medication.
- D. The school shall not administer expired medications.
- E. School personnel shall not administer medication in a dosage that exceeds the recommended maximum dosage stated in the most current *Physician's Desk Reference (PDR)*.
- F. A registered nurse must administer the first dose of a new medication that has not been previously administered to the student to observe for any adverse reaction to the medication. If a parent brings in a new medication and the nurse cannot be present to administer the first dose, the parent must administer the first dose and remain to observe the student for at least 20 minutes. An exception to these guidelines (F) would be if the medication was an emergency medication such as glucagon, epinephrine, or rectal diazepam.

- G. Medications prescribed by out-of-state physicians¹ who are registered and licensed to practice medicine in the U.S. may be administered up to 90 days. After 90 days, the parent must provide a prescription issued by a physician licensed to practice medicine in the State of Texas.

II. Medication Administration

- A. The routes of medications (manner of administration) that can be administered in the school setting include oral, topical (e.g., eye drops, ear drops, nose sprays, patches, and ointments), inhaled (e.g., metered-dose inhalers, nebulizer treatments), specific injectable medication, specific rectal medication, and via gastrostomy tube.
- B. Who may administer each type of medication:

| Registered Nurse | Authorized Unlicensed Assistive Personnel ² | Authorized Unlicensed Diabetic Care Assistant |
|--|---|---|
| Oral | Oral | Oral |
| Topical (e.g., eye drops, ear drops, nose sprays and ointments) | Topical (e.g., eye drops, ear drops, nose sprays ³ and ointments) | ----- |
| Metered Dose Inhalers | Metered Dose Inhalers | ----- |
| Nebulizer Treatment | Nebulizer Treatment | ----- |
| Injectable Medication ⁴ | Injectable Medication (see note 4 below) | Injectable Medication (see note 4 below) |
| Injectable Insulin ⁵ | ----- | Injectable Insulin |
| Gastrostomy Tube | Gastrostomy Tube | ----- |
| Rectal Diazepam | Rectal Diazepam | ----- |

Note: A student may be allowed to carry and self-administer medication prescribed for asthma or anaphylaxis under the conditions provided herein.

¹ As used in these guidelines, a reference to "Doctor" or "Physician" includes MDs, DOs, and Dentists licensed to practice in U.S.A., as well as physicians' assistants and licensed nurse practitioners who are authorized to issue prescriptions and who practice under the authority and supervision of a licensed physician.

² Authorized Unlicensed Assistive Personnel (UAP): This category includes all personnel (except Registered Nurses) who (i) have been designated by the Principal to administer medication in the school setting, and (ii) have successfully completed medication administration training.

³ Intranasal versed will only be administered by a registered nurse.

⁴ Injectable Medication: The registered nurse will be responsible for administering injectable medications. Only in extreme emergency situations will a UAP be asked to administer injectable medications such as epinephrine or glucagon. If such medications are administered, 911 must be called for continued care in the emergency situation. Appropriate training of all UAP is required. Unlicensed Diabetic Care Assistants (UDCA) may administer injectable insulin and/or glucagon, or any prescribed oral medication according with the diabetic student's Individual Health Plan if a registered nurse is not available.

⁵ Insulin: A student may self-administer insulin with supervision provided a **Annual Health Services Prescription: Physician/Parent Authorization for Diabetic Care** form and a **Parent/Physician Request for Administration of Medication by School Personnel** form has been completed, and the student has demonstrated competence in self-administration.

III. Medication Container

- A. Medication (prescription and nonprescription) that is brought to school must be in the original, properly labeled container.
1. A properly labeled prescription medication is one with a pharmacy label that includes the student's name, name of medication, dosage that matches the parent/doctor request form, physician's name, times and methods of administration, and date prescription was filled. The parents should request the pharmacist to dispense two labeled bottles of medication if the medication must be administered at school – one for home and one for school.
 2. A new pharmacy label is required for any permanent medication dosage changes. (A doctor's written order will be accepted for a temporary change and until a new label can be obtained.)
 3. Any prescription labels that state "use as directed" must include written clarification from the doctor explaining the dosage and frequency of administration.
 4. The original bottle should be provided to the school with only the number of doses that are to be administered during school hours.
 5. **Nonprescription medication** provided by the parent must be labeled with the student's name. The original container must indicate a dosage guideline and expiration date for the medication. PISD staff must administer nonprescription medication according to the dosage instructions on the bottle unless additional doctor's orders are received.
*Aspirin and/or products containing aspirin will not be administered without a doctor's order.
 6. Medication in plastic bags or other non-original containers will not be accepted or administered.
 7. All sample medications (including inhalers) dispensed by doctors must be accompanied by the doctor's written authorization/prescription for the administration of the medication.

IV. Written Request

- A. Parent-provided prescription and nonprescription medication
1. A **Parent/Physician Request for Administration of Medication by School Personnel** form must be completed by the parent/guardian for all medications to be administered at school.
 2. A separate request form must be completed for each medication.
 3. All information requested on the form must be provided before any medication may be administered. This information includes: student name, date of request, name of medication to be administered, dosage, route of administration, time and dates of administration, reason for medication, possible side effects, known medication allergies, and parent/guardian signature.
 4. A new written request must be completed for any changes to the original request.
 5. Parent-provided nonprescription medication from the district-approved list may be given up to 10 times during a school year (and no more than 5 consecutive school days)

without a physician signature. All other nonprescription medications require physician signature when the medication is needed to be kept at school for more than 10 school days after the original medication form was completed.

6. A request is valid for the current school year and must be renewed at the beginning of each school year.
7. The school nurse is responsible for maintaining the request form in the Campus Medication Book.

B. District-provided nonprescription medication

1. Upon annual school enrollment, the parent/guardian is given the opportunity to electronically consent to administration of district-approved nonprescription medications that are stocked each school clinic in accordance with Board policy.
2. In the event that the parent/guardian did not give consent to district-provided nonprescription medications during online enrollment, the parent may provide later written consent for medication by completing a **Parent/Physician Request for Administration of Medication by School Personnel** form. A separate form must be completed for each medication.
3. Verbal consent (without current year written consent) is not acceptable for administration of district-approved nonprescription medications.

V. **Location/Storage of Medications**

Except as provided below, all medication brought to school shall be kept in the school clinic in a locked container. District-provided nonprescription medications shall be kept separate from parent-provided medications, but should also be kept in the school clinic in a locked container.

A. A student whose physician has diagnosed him or her with asthma, anaphylaxis, or other life-threatening condition may be allowed to carry and/or self-administer medication prescribed for these conditions when:

- School authorities receive a written request from the prescribing physician that it is medically necessary for the student to have the medication available for immediate administration

AND

- Health Services staff have reviewed the student's condition, physical/cognitive/developmental capabilities, and school environment and determine self-carry and/or self-administration of the medication is appropriate.

1. The student's parent must provide written authorization for his/her child to carry and/or administer the medication and the physician must provide a statement to confirm that the student has demonstrated the ability to self-administer the medication as prescribed for asthma, anaphylaxis, or other life-threatening condition.

- The parent's and physician's written request is valid for one school year and must be renewed at the beginning of each school year.

- The student must demonstrate the ability to properly self-administer the medication and express understanding of safety factors and responsibility related to carrying medication.
 - 2. The student must carry the emergency medication in the original, properly labeled container.
 - 3. PISD reserves the right to require any medication be kept in the clinic if, in the nurse's judgment, the student cannot or will not carry the medication in a safe manner and/or properly self-administer the medication.
- B. Emergency epinephrine that has not been approved by the physician/parent for the student to self-carry, and antihistamine prescribed for use during a severe allergic reaction will be stored in a secure, but unlocked location in the clinic.
- C. Medications that require refrigeration will be stored in the clinic refrigerator.

VI. Transportation of Medications

- A. For student safety, all medication should be brought to the clinic by a parent/guardian. All prescription medication will be counted/signed in by the school nurse and parent/guardian or other designated PISD staff member.
- B. PISD staff are not be responsible for the exchange of student medications between a student's parents/guardians unless the medication is for medical emergencies such as diazepam, epinephrine, or glucagon. Should the student require medication at multiple households, it is the responsibility of the parent/guardian to facilitate the provision of medication to necessary caregivers outside of the school setting.
- C. A parent or guardian must pick up all medication after it is discontinued. Medication will be destroyed if not picked up at the end of the school year or within 2 weeks after discontinued.

VII. Refusal of Medication

- A. If a student refuses to take a medication prescribed by the student's physician or an over-the-counter medicine, and for which the parent has requested that be administered at school, school personnel will:
 1. attempt to discover why student is refusing medication and will encourage the student to accept the medication;
 2. not employ extraordinary means or physically force the student to take the medication;
 3. contact the student's parent/legal guardian to apprise him/her of the student's refusal to take the medication and offer the parent/legal guardian the opportunity to come to the school to administer the medication; and
 4. contact the prescribing physician, if appropriate.

VIII. Documentation

- A. The school nurse shall maintain all current year **Parent/Physician Request for Administration of Medication by School Personnel** forms, and a list of students who have appropriate consent for district-provided nonprescription medications, in the Campus Medication book.
- B. School personnel shall record each dosage of medication administered on the student's medication administration record in the district's documentation system. Should the electronic documentation system not be available for immediate documentation of medication administration, staff shall document administration on a paper record in the medication book until such time as the data can be transferred to the electronic system. The date, time, and initials of the person administering the medication are required.
- C. All persons administering medication in the school setting must sign the **Medication Signature Sheet** located in the front of the medication administration book.
- D. A **Medication Incident Report** must be completed for any medication error (*e.g.*, missed doses, incorrect medication, incorrect dosage, etc.). A parent/guardian will be notified as quickly as possible after discovery of the incident. A copy of the report is sent to the Health Services Coordinator within one school day of discovery of the incident. The Coordinator will review the report with the PISD Health Services Medication Peer Review Committee.
- E. The Health Services Coordinator shall conduct a periodic review of medication administration procedures and documentation.

IX. Gastrostomy Tube Feedings

Many gastrostomy tube feedings in the school setting include the physician's order for standard formulas (*e.g.* Pediasure, Jevity) which come pre-packaged by the manufacturer and list the ingredients contained. However, the physician may prescribe a "homemade" formula, prepared by the parent/guardian, to help meet the child's nutritional needs. When a "homemade" formula is ordered by the physician, the physician's orders must include the specific expected ingredients and indicate the prescribed ratios/volumes of the ingredients.

X. Homeopathic, Herbal, & Dietary Supplements/Medication

PISD staff will not administer home remedies, plants, herbs, vitamins, dietary supplements, or other non-traditional forms of medicine at school unless the herbal or dietary supplement is part of the student's Individual Education Plan (IEP) or 504 plan and accompanied by a written physician order. The decision not to administer unregulated substances is based, among other reasons, on the following rationale:

- A. All medication administered in the school setting must be approved by the Food and Drug Administration (FDA). The 1999 Dietary Supplement and Health Education Act created a "supplement" category of pharmaceuticals that includes vitamins, minerals and herbs, which do not require proof of efficacy or safety and do not provide standards for purity and equivalence to similar products from other manufacturers. The FDA has not evaluated these products.

1. The “Texas Standards of Professional Nursing Practice” require the nurse to know the rationale for and the effects of medications to correctly administer the same.
2. The purity and consistency of herbal preparations cannot be verified from batch to batch or manufacturer to manufacturer.
3. Dosage guidelines do not exist for the administration of herbals to school age children.

XI. Medication for Off-Site Trips & District Sponsored Activities

The Principal or designated PISD staff who will administer medications will follow Board Policy and District Guidelines in the administration and documentation of student medication and will maintain the medication in a secure location along with the medication request forms. Documentation of medication administration will be provided to the school nurse following the trip/off-site activity. Parent chaperones may not administer student medications (except to their personal child).

If medications are found on the student’s person or in his/her belongings that are not accounted for by the written request forms described here and are not approved as a self-carry medication in accordance with Board Policies FFAC (LEGAL) and FFAC (LOCAL), the student may be subject to disciplinary action.

A. Field Trips

1. Any medication that must be sent on a field trip must be in the properly labeled original container or in a properly labeled unit dosage container. The unit dosage container should contain only the required number of pills to be administered on the field trip. A registered nurse or another qualified district employee must fill the properly labeled unit dosage container from the original properly labeled container.
2. A copy of the **Parent/Physician Request for Administration of Medication by School Personnel** form must accompany each medication to be administered on the field trip.
3. The parent/guardian may submit written permission for the school to waive a dose of medicine for the field trip if the medication can be safely rescheduled or omitted.
4. If additional medication is required to be given to a student during the trip that is not currently on file with the nurse (such as when departure time occurs before the start of the school day), the **Off-Site Activity/Trip Medication Request** form must be completed for each additional medication. *This form is only valid for the trip and cannot be used for medications to be given at school before or after the trip.*
5. PISD provided nonprescription (stock) medications for students will not be available during field trips.

B. Elementary Overnight Camp Trips

1. An **Off-Site Activity/Trip Medication Request** form must be completed by the parent/guardian for each medication required to be administered at camp (including those that are normally available at school during the school day). *This form is only valid for camp and cannot be used for medications to be given at school before or after camp.*

2. For student safety, all medication should be brought to the clinic by the parent for camp med check-in at least 5 school days prior to the camp trip. The original, properly labeled container should be provided to the school with only the number of doses that are to be administered during camp. Prescription medication will be counted/signed in by the school nurse and parent/guardian or other designated PISD staff member. No medication will be sent automatically from the clinic for camp trips.
3. PISD provided nonprescription (stock) medications for students will be available during camp trips if a PISD RN or licensed physician employed by the district attends the camp trip.
 - All students attending camp are required to return a completed **Camp Health Information** form which includes optional parental consent for administration of Deet insect repellent and the district provided nonprescription medications. Without written parental consent for these products for this trip, these products will not be administered.

C. Other Off-Site District-Sponsored Activities/Trips

1. An **Off-Site Activity/Trip Medication Request** form must be completed by the parent/guardian for each medication required to be administered during the trip/off-site activity. *This form is only valid for the trip/off-site activity and cannot be used for medications to be given at school before or after the trip/off-site activity.*
2. For student safety, all medication should be brought to the clinic by the parent for med check-in at least 5 school days prior to the activity/trip. The original, properly labeled container should be provided to the school with only the number of doses that are to be administered during the activity/trip. Prescription medication will be counted/signed in by the school nurse and parent/guardian or other designated PISD staff member. No medication will be sent automatically from the clinic for trips.
3. PISD provided nonprescription (stock) medications for students will not be available during activities/trips unless a PISD RN, licensed athletic trainer, or licensed physician employed by the district attends the trip and written consent from the parent is on file for the current school year.

XII. Training

- A. The school nurse will train all school personnel whom the Principal has designated to administer medication prior to their administration of any medication. The school nurse and/or Health Services Coordinator will train nurse substitutes to administer medication prior to their administration of any medication. The school nurse and/or Health Services Coordinator will periodically re-evaluate the skills of the Principal designee to administer medication. Additional training will be provided, as needed, or as otherwise required by law.
- B. The **Checklist for Medication Administration Training Form** will be completed for each Principal designee every year.
- C. The **Checklist for Medication Administration Training for Off-Site Trips** will be completed for the Principal designee(s) for each trip, specific to the students and medications for the trip.