

**The Public Schools of Brookline
School Health Services**

**PROCEDURAL GUIDELINES FOR THE ADMINISTRATION OF MEDICATIONS IN SCHOOL
Please keep for reference**

Essential medications will be administered during the school day to ensure that students may attend school. All non-essential medications should be scheduled before or after the school day. Parent/guardian consent and original physician orders are required for the administration of all medications, prescription and non prescription. MDPH regulations require that nurses administer only medications as prescribed by a licensed prescriber. Faxed orders will be accepted if received directly from the prescriber's office. In order to ensure quality of care and the safe administration of medication, it may be necessary for the nurse to contact the prescriber regarding dosage, scheduling and side effects for any medication order that is to be administered in school. Medications will be given within a one hour window of time, (30 mins. before or after the scheduled time) provided that the child is present on campus. Any missed scheduled dose of prescription medication will be reported to a parent/guardian.

Nurses will also administer medications under the following circumstances:

- Epinephrine will be administered, according to emergency medication standing orders, to individuals who are experiencing a severe, life threatening allergic reaction.
- Standing orders from the school physician are on file for several commonly used OTC medications. Parent/guardian may elect, by signing permission on the *Health and Emergency Information Card*, for the nurse to administer these medications. You may withhold your signature for all OTC meds or you may choose to cross out and initial any medications on the list which you do not want your child to receive.

Non-prescription or Over the Counter Medications

Only medications that are essential to allow students to attend school will be given during the school day. Medications given less than 4 times per day and all non essential medications should be given at home. Over the counter (OTC) meds are those purchased without a prescription and also include supplements, vitamins, herbal and holistic remedies. All above mentioned OTC medications including alternative remedies require: medication administration forms completed by both the parent/guardian and the physician. The name, dose, timing of the medication, the indications for its use, any side effects and parent and physician contact info must be provided. All OTC medications including supplements must be listed in the appropriate Physician's Desk Reference. All above named medications including supplements must be delivered to school in the original manufacturer's labeled container.

Prescription Medications

A. Daily Medications: Short Term

All medications must be in a prescription/pharmacy labeled container and must be brought to the health clinic by the parent/guardian. This is important to verify that the correct medication is administered as prescribed. The parent/guardian is required to complete and sign a Medication Administration Plan. Antibiotics or other short term medications given less than 4 times per day should not be given during school hours. If your child goes to an after school program arrangements may be made by the parent for the student to receive medication during the after school program. *If a student has a contagious*

illness, he/she may not attend school or another afterschool sponsored event for 24 hours after the administration of an initial antibiotic dose.

B. Daily Medications: Long Term

All medications, including emergency medications, must be in the prescription/pharmacy labeled container and accompanied by medication administration forms completed by both the parent/guardian and the physician. These forms request the name, dose, timing of the medication, the indications for its use, any side effects, parent and physician contact information.

C. Students Carrying Their Own Medications for Self Administration

Students may self administer their own medications at the nurse's discretion if it is safe and appropriate. A medication plan signed by a parent/guardian is required to be completed and submitted to the school nurse. Yearly permission updates are required.

D. Field Trips

School nurses are rarely present on field trips. When no nurse is present on the trip, students will receive medications as follows:

- A staff member, delegated by the school nurse, will administer medication if permitted by MDPH regulation. EpiPen auto jet may be administered to a student with known allergies if the staff member is properly trained. No other injectable medication or medications for which an assessment is necessary can be delegated to unlicensed staff.
- If age appropriate, a student may take a regularly scheduled medication from an envelope which the parent/guardian has prepared. Each envelope will contain individual doses of medication. The staff member will secure the medication for safe keeping and remind the student at the appropriate time.
- Students may carry and self administer their own medications such as inhalers for asthma and in some cases EpiPens, if age appropriate and safe.
- Be sure to discuss the specific medication practices for the field trip with the school nurse at least one week before the scheduled day trip and three weeks before an overnight trip.

Please contact your school nurse if you have any questions about medication administration.

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For more information refer to www.brookline.k12.ma.us.

Go to School Committee. Click on Policy and refer to Support Services E.2b. Medication Administration Policy