

Administrative Procedures for Use of Medication/Medical Technology
(Attachment for Policy No. 210)

Purpose

The Board of Education (“Board”) is committed to providing safe, welcoming, and healthy learning environments in all School District of Philadelphia (“District”) schools. The purpose of these Administrative Procedures is to provide guidance to District staff, parents/guardians, and students about the administration of medication or medical technology to students during school time.

Definitions

Medication: A substance used to treat a medical condition that is either prescribed by a licensed provider, or is sold over-the-counter.

Medical technology: Medical equipment or devices used to treat a medical condition.

Licensed prescribers: A person who is licensed, registered or otherwise lawfully authorized to distribute, dispense or administer a controlled substance, other drug or device in the course of professional practice or research in this Commonwealth.

Procedures

Delivery and Storage of Medications and Medical Technology

All medication and medical technology shall be brought to the nurse’s office, or the main office if the nurse is in another building, by the parent/guardian or by another adult designated by the parent/guardian. All medication shall be stored in the original pharmacy-labeled container and kept in a locked cabinet designated for storage of medication. If a student has obtained necessary approvals for self-administration, then the medication or medical technology may be kept on their person.

The pharmacy label must contain the following information:

- Name, address and telephone and federal DEA number of the pharmacy
- Patient’s name
- Name of medication and amount dispensed
- Directions for use of the medication
- Name and registration number of the licensed prescriber
- Prescription serial number
- Date originally filled
- Controlled substance statement, if applicable

Medications that require refrigeration shall be stored and locked in a refrigerator designated only for medications. The District shall not store more than a thirty-day supply of an individual student's medication.

Medication and medical technology should be recorded and logged in to SIS by the school nurse with the date, name of student, name of medication, amount of medication, and signatures of the parent/guardian or designated adult delivering the medication and/or medical technology and the school health personnel receiving the medication and/or medical technology.

Parents/guardians must take the following steps in order to have medications/medical technology available to students in school:

- 1.) Complete and submit [Request for Administration of Medicine](#) form to the school nurse
- 2.) Bring the medication to school properly labeled and packaged by a Registered Pharmacist. The medication bottle must have a Saf-T Closure Cap and labeled with information provided above

Nonprescription medication must be delivered to the nurse or main office in its original packaging and labeled with the student's name.

An inventory of the medication, dosage used, and supply remaining shall be properly recorded in the District's student information system. Student health records shall be confidential and maintained in accordance with state and federal laws and regulations.

Student Self-Administration

In specific cases, individual students shall be allowed to be directly responsible for the maintenance and administration of their medication with minimal supervision. Prior to allowing a student to self-administer medication, the District shall require the following:

1. The following completed form with signatures of the parent/guardian and licensed prescriber: MED-1 Form ([Request for Administration of Medicine](#)).
2. An Individual Health Plan including an Emergency Care Plan.
3. A baseline assessment of the student's health status, conducted by the nurse. That will focus on the student's ability to:
 - a. Respond to and visually recognize their name.
 - b. Identify their medication.
 - c. Wash hands properly.

- d. Measure, pour and administer the prescribed dosage of the medication.
- e. Sign the medication sheet as acknowledgment of having taken the medication/treatment.
- f. Demonstrate a cooperative attitude in all aspects of self-administration of medication/treatment.
- g. Notify the school nurse and parent/guardian when medication is gone.

The nurse shall provide periodic and ongoing assessments of the student's self-management skills using the [Self Medication Assessment tool](#)

The student shall notify the school nurse immediately following each occurrence of self-administration of medication.

Privileges for self-administration of medication will be revoked if school or Board policies are abused, ignored, or the student is otherwise not willing or able to follow the established requirements.

Disposal of Medications

1. Contaminated needles or other contaminated sharp materials should not be bent, recapped or removed. Contaminated needles should be placed immediately in a puncture resistant container that is labeled with a fluorescent or orange-red biohazard symbol or in a red container that is closable, that will be located in the nurse's office or main office.
2. All discontinued or outdated medications should be returned to the parent/guardian.
 - a. The nurse, or other responsible individual, shall document disposed or returned medication that should include the date, time, amount of medication, and signatures of the parent/guardian and school personnel. This should be recorded in the Student Information System (SIS).
 - b. If the parent/guardian does not retrieve the medication at the end of the school year, the licensed personnel (CSN, RN, LPN) should drop off the medication at a pharmacy for disposal and update the Student Information System.
3. Medications should not be disposed of down the drain, they should be returned to the parent/guardian or pharmacy for disposal.

Administration of Medication/Medical Technology During Field Trips and Other School-Sponsored Activities

Students on field trips are entitled to the same health services, including medication administration, to which they are entitled while attending school. Prior to allowing a student to attend a field trip, the District will require the following documentation:

1. Notification of school trips should occur at least 2 weeks prior to the planned trip.
 - a. Whenever it is possible the nurse should receive from the school administration a list of all planned school trips at the beginning of the school year or at regular agreed upon intervals. This will allow for proactive planning of student needs as early as possible before the trip.
 - b. The prescribed medications should be clearly described and outlined in a plan of care form for the entirety of the field trip by the nurse for the trip. The medications should be labeled by the school nurse with the following information:
 - i. Formulation
 - ii. Dosage
 - iii. Route of administration
 - iv. Frequency or time for taking the medication (i.e., “every 12 hours”; “take at 1 pm”)
 - v. Medications should be provided to the district in an original container with the student’s name clearly labeled.
2. The plan of care form should clearly state who will be responsible for the administration of the student’s medication while on the field trip. The possibilities for medication administration on a field trip are as follows:
 - a. Agency nurse: If notified with an appropriate amount of time and depending upon available staffing of those agencies and District resources, the District may be able to provide an agency nurse to accompany the student on the trip and to administer the medication.
 - b. Parent/Guardian: The school may ask a parent/guardian to accompany their student on a field trip to provide the necessary care, but it cannot require the parent/guardian to do so. When a parent/guardian is unable to accompany their child, the parent/guardian may designate, in writing, a responsible adult to accompany the child with the following restrictions.
 - i. The parent/guardian must provide the supplies and training if the parent/guardian delegates treatments or medication administration to a responsible adult. The school nurse may not participate in any way in the selection of a parent/guardian designee for the trip, nor in the training of the designee or in the provision of the supplies and medications.
 - ii. The parent/guardian may not choose a school staff member, school-designated trip chaperone or secondary student as a designee.
 - iii. The parent/guardian may not prescribe or alter treatments or medication administration orders for the school nurse or other licensed professional unless the parent/guardian is a Pennsylvania licensed provider.
 - c. Licensed volunteer: The District may choose a licensed volunteer to administer the student’s medication. The licensed volunteer’s assigned duties must be within their professional scope of practice. The volunteer’s license must be active and in good standing. The licensed volunteer should be provided with the student’s plan of care and order for the medication. Additionally, the licensed volunteer should have the necessary training to perform the treatment the student requires, utilizing the equipment/medication that the student routinely

uses to receive the treatment. See [Policy 121 - Field Trips, Social Events, and Class Trips](#) for more information about volunteers.

- d. Student: The only medications a student may self-carry and self-administer are an asthma rescue inhaler, insulin, glucagon and an epinephrine auto-injector. Students that are allowed to self-carry should already have a self care plan on file with signed statements by parent/guardian and health care provider, allowing for the self-carry/self administration. Prior to the trip the school nurse should perform an assessment of the student's ability to self-administer the medication.
3. Out-of-state field trips: The school must ensure that the nurse and/or licensed volunteer is permitted to practice in the state under their Pennsylvania license.
4. Out-of-country field trips: The school must contact that country's consulate to ensure the nurse and/or licensed volunteer is permitted to practice in the country under their Pennsylvania license.
5. Other considerations:
 - a. The school should verify that each volunteer has had child abuse clearance
 - b. Volunteers expected to have more than 10 hours a week in direct contact with students will require a TB test.

Communication

The District shall inform all parents/guardians, students, and staff about this Policy and Administrative Procedures governing the administration of medications and use of medical technology. Related information should be translated into student and parent/guardian preferred language in conformity with [Policy 139 - Supporting Language Accessibility for Parents and Guardians Whose Primary Language is Not English](#).

Maintenance Schedule

These Administrative Procedures will be reviewed upon review of the Policy, or upon the occurrence of a triggering event.