

ADMINISTERING MEDICATION TO STUDENTS

Medication is recognized as beneficial, necessary, dangerous and abused in our society. The Ipswich School Committee wishes to take steps which prevent abuse while ensuring safety and appropriate access for students. Therefore, the following guidelines will be in effect:

1. The school nurse shall be the supervisor of the medication administration program in the school.
2. Medications will not be permitted on or used on school property during school activities without written consent on file from parent or legal guardian. Consent for Medication Administration Forms are available from the school nurse or school office.
3. Medication must be delivered to school in a pharmacy or manufacturer-labeled container by parent or guardian. In extenuating circumstances the medication may be delivered by other persons; provided the nurse is notified in advance by the parent or guardian of the arrangement and the quantity of medication being delivered. No more than a 30-day supply should be delivered.
4. All medications shall be kept in a securely locked cabinet used exclusively for medications. Medications requiring refrigeration shall be stored either in a locked box within a refrigerator or in a locked refrigerator. The only exception to this is in regards to epinephrine. The epinephrine or EPI pen may be stored at more than one location and does not need to be kept in a locked cabinet, but in a location where it can be easily accessed in an emergency.
5. The school nurse shall ensure that there is a proper medication order from a licensed prescriber which is renewed as necessary including the beginning of each academic year.
6. In short-term medications (those requiring ten or less school days) the pharmacy labeled container may be used in lieu of a licensed prescriber's order.
7. Standing orders for non-prescription medications may be written annually as deemed appropriate by the school physician. Parents will be advised of standing orders. All other non-prescription medications may be administered only with the written consent of a licensed prescriber. All medications whether prescription or non-prescription will be administered only upon written consent of a parent or legal guardian.
8. Medication administration may be delegated to teaching and administrative staff as determined by the school nurse per guidelines established by the State Department of Public Health. The school nurse in consultation with the school physician, shall have final decision making authority with respect to delegation administration of medications to unlicensed personnel.

9. The school nurse shall supervise the training of the unlicensed personnel consistent with the Department of Public Health's requirement in CMR 210.07 of the Regulations Governing the Administration of Prescription Medications in Public and Private Schools.
10. A school nurse shall be on duty in the school system while medications are being administered by designated unlicensed school personnel, and available by phone should consultation be required.
11. Administration of parenteral medications may not be delegated, with the exception of epinephrine or other medication to be administered in life-threatening situation where the student has a known allergy or pre-existing medical condition.
12. Students on field trips may receive medications from the teaching staff as delegated by the school nurse, in accordance with MDPH Regulation CMR 210.005E.
13. A student who requires medication - such as an inhaler, EPI-Pen, Cystic Fibrosis Enzymes, Insulin and Insulin delivery systems may be responsible for taking his/her own medication if the school nurse has determined the following requirements are met:
 1. The student, school nurse and parent/guardian enter into an agreement which specifies the conditions under which medication may be self administered.
 2. The school nurse has evaluated the student's health status and abilities and self administration is deemed safe.
 3. There is a written authorization from the parent/guardian for self medication.
 4. The licensed prescriber provides a written order for self administration.
14. Where possible, all unused, discontinued or outdated medications will be returned to the parent or guardian and the return documented. In extenuating circumstances, medications may be destroyed by the school nurse and the manner of disposal documented.
15. In the event of medication error, the error shall be documented by the school nurse on the Medication Incident Form and appropriate persons notified.

Please see 105 CMR 210 for a definition of terms.

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