

Procedure: Medication of Children and Youth Program Participants

Program directors, in consultation with the program Registered Nurse (RN) will authorize two employees to administer all medications, including over the counter medications. These designated employees will receive RN delegation prior to the opening of the program each year.

For purposes of this procedure, "medication" means oral medication, topical medication, eye or ear drops and nasal spray. This definition DOES NOT include sunscreen or opioid reversal medication, see exceptions below.

Oral medications are administered by mouth either by swallowing or by inhaling and may include administration by mask if the mask covers the mouth or mouth and nose.

Medication may be dispensed to students on a scheduled basis upon written authorization from a parent with a written request by a licensed health professional prescribing within the scope of their prescriptive authority. Requests will be valid for not more than the current school year. All new orders for medication or medication order changes must be approved by the supervising RN prior to an employee administering the first dose.

Written authorization signed and dated from the licensed health professional prescribing will:

- A. Include the student's name and birthdate
- B. Identify the
 - a. Drug,
 - b. Dose,
 - c. Route, or method of administration, and
 - d. Time medication is to be taken.
- C. State the reason the medication is to be given at ESD 112 program
- D. If the student has demonstrated proper technique and is capable of administering prescribed medication
- E. Possible side effects
- F. Provide specific instructions about the medication
- G. The period of time for which the medication is prescribed
- H. If PRN or as needed, will also:
 - a. Clearly describe the times at which or circumstances under which the medication should be given
 - b. Describe how often the medication can be given
 - c. Emergency medications will also:
 - i. Recommend follow-up after administration such as monitoring, administer additional medications, transport to hospital,
 - ii. May also specific how to report to the prescribing health professional.

All medication must be properly labeled and be contained in its original container. Individuals administering medications will:

- A. Collect the medication directly from the parent/guardian (students should not transport medication to except for medications needed for the treatment of medical emergencies). Collect a medication authorization form properly signed by the parent/guardian and by a Licensed Health Professional.
- B. Count the medication and record the number pills or amount of liquid medication received, with initials and date received, on the medication log. It is preferable to have two people count and initial.
- C. Count controlled substances at least weekly as recommended by the Board of Pharmacy. On weekly medication counts, the nurse must have assistance and a witness to the actual count of the medications.
- D. Store medication, prescription or OTC in a locked, substantially constructed cabinet **except for emergency medications** that should be in an area readily accessible by authorized employees, and monitored to prevent tampering.
- E. Maintain a current record which indicates:
 - 1. The time that the medication was administered
 - 2. The quantity of medication if variable dose
 - 3. Initials of person administering medication
 - 4. Note the reason medication is not given, e.g. "absent"Medications may not be given after the date specified on the authorization form or expiration date on the label.
- F. Report medication errors (missed dose when student in program/program activities, wrong student, wrong time, wrong medication, wrong dose) to the program nurse immediately.

The delegating registered nurse will supervise all medication administration. A copy of the medication policy will be provided to the parent / guardian upon request.

Oral or topical medications, eye drops, ear drops, or nasal spray may be administered by a registered nurse, a licensed practical nurse, or designated employees who are delegated to, trained, and supervised by the RN. Oral medications are administered by mouth either by swallowing or by inhaling and may include administration by mask if the mask covers the mouth or mouth and nose.

Injectable Medication

No medication will be administered by injection by unlicensed employees except when a student is susceptible to a life-threatening anaphylactic condition consistent with Policy 3419– Self-Administration of Asthma and Anaphylaxis Medications and Policy 3420 - Anaphylaxis Prevention and Response , or when acting as a parent designated adult for students with diabetes, or when acting as designated trained responder for opioid overdose reversal medication administration consistent with Policy and Procedure 3424 – Opioid Related Overdose Reversal.

Self-carry / Self-administer

A program director, after consulting with the program nurse, may grant permission for a student to carry and/or be permitted to self-administer his/or her own medication, when a health professional and a student's parent request that a student be permitted to self-administer the medication. The process for requesting and providing instructions will be the same as established for oral medications. The program director and nurse will take into account the age, maturity and capability of the student; the nature of the medication; the circumstances under which the student will or may have to self-administer the medication and other issues relevant in the specific case before authorizing a student to carry and/or self-administer

medication at school. Except in the case of multi-dose devices (like asthma inhalers), students will only carry one day's supply of medication at a time. Violations of any conditions placed on the student permitted to carry and/or self-administer his or her own medication may result in termination of that permission, as well as the imposition of discipline when appropriate.

Exceptions:

Sunscreen

Over-the-counter topical sunscreen products may be possessed and used by students, parents, and employees without a written prescription or note from a licensed health care provider, if the following conditions are met:

- A. The product is regulated by the US Food and Drug Administration as an over-the-counter sunscreen product; and
- B. If possessed by a student, the product is provided to the student by their parent or guardian.

Students who possess over-the-counter topical sunscreen products that meet the above criteria may carry up to 8 ounces at a time, preferably with the container in a plastic bag.

Violations of any conditions placed on the student permitted to carry and/or self-administer his or her own sunscreen products may result in confiscation and termination of that permission, as well as the imposition of discipline when appropriate.

Employees may assist students in the application of sunscreen products in certain circumstances and in the presence of another employee. The employee will take into account the age, maturity, and capability of the student, the need for the application of sunscreen, and other issues relevant in the specific case, before assisting students in application of sunscreen products. However, employees are not required to assist students in applying sunscreen.

Opioid reversal medication

See policy and procedure 3424 – Opioid Related Overdose Reversal

Parent-Designated Adult Care of Students with Epilepsy or Diabetes

The policy and procedure for parent designated adults caring for students with epilepsy or students with diabetes are:

- 3411 – Accommodating Students with Seizure Disorders or Epilepsy
- 3415 – Accommodating Students with Diabetes

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