

PRESTON COUNTY BOARD OF EDUCATION**Students****File: 11-33 Accidents, Emergencies and Medications****Last Reviewed: 12/08/08****Next Review: 7/01/10**

The Superintendent shall protect the health of all students in case of accidents and emergencies. S/he shall implement a protocol whereby students may receive immediate, competent medical attention in such instances. The Board shall not assume any responsibility for the cost of medical treatment owing to an accident or illness. School principals shall also establish a protocol for dealing with accidents and injuries and administering medicine to students during the school day.

R 11-33-1 Student Injuries at School

Accidents and or injuries involving students on school property or any other location under the jurisdiction of the Board must be reported to the principal immediately. The report shall be made by the person in charge of the students at the time of the incident and/or the student.

The following protocol shall be established in all Preston County Schools:

- ❖ Principals shall secure information from the parents/guardians concerning the student's family doctor, existing medical problems and other special directions or conditions in case of emergencies at the beginning of the school year or at the time of a new student's registration.
- ❖ In the event of a significant or questionable accident, injury or illness, the student's parent or guardian is to be notified. If the parent or guardian cannot be reached, school personnel shall follow the direction recorded on the Emergency Information Form and the school's protocol for dealing with such events.
- ❖ If an injury to a student requires removing him/her to a doctor's office or hospital, a member of the school staff shall remain with the student until a parent/guardian has been contacted and arrives on the scene.
- ❖ Incidents resulting in injury to a student shall be documented on the school's Accident Report Form by the teacher or other school personnel who was present and in charge at the time of the incident. The report shall be kept on file in an area designated by the school administration.
- ❖ The principal must notify the Safety Coordinator as soon as possible, but no later than the next workday.
- ❖ All injuries requiring hospitalization must be reported to the Superintendent by the principal immediately following the occurrence.
- ❖ If on site, the school nurse shall be the person of choice for treating student injuries.
- ❖ Teachers and other school personnel may be responsible for damages resulting from injuries sustained or aggravated by his/her attempts to administer the type of medical assistance which should be administered by qualified medical personnel.

- ❖ Minor scratches and bruises which occur during the normal run of the school day may be treated by school personnel if the school nurse is unavailable. No medication is to be given, even aspirin, without written parental permission.
- ❖ Under supervision of the principal, teachers may provide emergency first-aid that must be provided to prevent death or serious hazard to the health of the student.

R 11-33-2 Procedures for Administering Medicines and Specialized Health Care to Students

Good health and safety are essential to student learning. The administration of medication to students during the school day should be discouraged unless absolutely necessary for the student's health. However, the administration of medication during the school day is essential to allow some students to attend school. These procedures establish the standards that must be followed when any medication is required to be administered during attendance at school or school related events and to provide for emergency medication administration, when necessary.

These regulations apply to school nurses, administrators, other authorized school employees, contracted school nurses, and contracted licensed health care providers (as specified in WVC §18-5-22a and §18-5-22b; *SBP 2422.8 Medication Administration Policy*) administering medication to students in the West Virginia public school system.

Regular professional and service employees may not be required to administer medication to students; however, after July 1, 1989 newly employed professional and service employees in the field of special education may be required to administer medications after receiving training. Nothing in the code prohibits any employee from volunteering to be trained and serving as an administrator of student medications or other specialized procedures for students.

Definitions:

- ❖ Administration of medication means a health care procedure, which may be performed by school personnel who are designated, qualified, trained and authorized to administer medications to students.
- ❖ Administrator's designee means an employee (excluding the school nurse or contracted provider of nursing services) who is designated by the building administrator, is trained to administer non-prescribed medication, and agrees to administer non-prescribed medications.
- ❖ Contracted licensed health care provider means a licensed health care provider providing health care services under a contract with county boards of education. Health care services may be contracted after the ratio of one nurse for every 1,500 students, kindergarten through seventh grade, is provided to county schools.
- ❖ Contracted school nurse means an employee of a public health department providing services under a contract with a county board of education to provide services considered equivalent to those required in WVC §18-5-22.
- ❖ Designated qualified personnel means an employee or contracted provider who agrees to administer medications, is authorized by the administrator, successfully completes training as defined in SBP 2422.7 and is qualified for the delegation of the administration of prescribed medications.

- ❖ A Licensed health care provider means a medical doctor or doctor of osteopathy, podiatrist, registered nurse, practical nurse, registered nurse practitioner, physician assistant, dentist, optometrist, pharmacist or respiratory care professional licensed under Chapter Thirty of the W.Va. Code.
- ❖ Licensed prescriber means licensed health care providers with the authority to prescribe medication.
- ❖ Long-term and Emergency Prescribed Medication means medication ordered by a licensed prescriber that is used to treat acute and chronic health conditions including both daily and PRN (as needed) medication.
- ❖ Medication document means the individual medication record or medicine log used to record the administration of medication to a student.
- ❖ Non-prescribed Medication means medication and food supplements that have been approved by the Food and Drug Administration and may be obtained over-the-counter (OTC) without a prescription from a licensed prescriber.
- ❖ Parent/Guardian Authorization Form means a form completed and signed by parent/guardian in order to authorize medication administration to said parent's/guardian's child. The form must include the following: student name; date; allergies; medication name, dosage, time and route; intended effect of medication; other medication(s) taken by student; and parent/guardian signature.
- ❖ Prescribed Medication means medication with a written order signed by a licensed prescriber.
- ❖ School Based Health Centers means clinics located in schools that: 1) are sponsored and operated by community based health care organizations; 2) provide primary health care services (including but not limited to diagnosis and treatment of acute illness, management of chronic illness, physical exams, immunizations, and other preventive services) to students who are enrolled in the health center; and 3) follow state and federal laws, policies, procedures, and professional standards for provision of medical care.
- ❖ School Nurse is defined as a registered professional nurse, licensed by the West Virginia Board of Examiners for Registered Professional Nurses (WVC §30-7-1, et seq.), who has completed a West Virginia Department of Education approved program as defined in SBP 5100 and meets the requirements for certification contained in SBP 5202. The school nurse must be employed by the county board of education or the county health department as specified in WVC §18-5-22.
- ❖ School-related event means any curricular or co-curricular activity, as defined in SBP 2510 that is conducted outside of the school environment and/or instructional day. Examples of co-curricular activities include the following: band and choral presentations; theater productions; science or social studies fairs; mathematics field days; career/technical student organizations' activities; or other activities that provide in-depth exploration or understanding of the content standards and objectives appropriate for the students' grade levels.
- ❖ Self-administration means medication administered by the student under the supervision of the school nurse, designated qualified personnel, administrator or administrator's designee. The self-administration of prescribed medication may also include medication taken by a student in an emergency or an acute situation (e.g., rescue inhaler).

Authorized Personnel:

Includes trained school nurses, other licensed health care providers, administrators, teachers, aides and secretaries as defined in WVC §18-1-1, §18A-4-8 and §18-5-22. Nothing in the code prohibits any school employee from providing specialized health procedures or any other prudent action to aid any person who is in acute physical distress or requires emergency assistance.

Role of the School Administrator:

- ❖ Provide for appropriate, secure, and safe storage and access of medications.
- ❖ Provide a clean, safe environment for medication administration.
- ❖ Provide a mechanism for safely receiving, counting and storing medications.
- ❖ Provide a mechanism for receiving and storing appropriate medication authorization forms.
- ❖ Identify employees who may be assigned (or volunteer) to administer medications (prescribed and non-prescribed).
- ❖ Assign qualified employees, who meet a satisfactory level of competence for prescribed medication administration as defined in SBP 2422.7 and non-prescribed medication as determined by the WVDE.
- ❖ Coordinate development of procedures for the administration of medication during school-related events with classroom teachers, school nurses, parents/guardians, designated qualified personnel and administrator's designees.

Role of the School Nurse and Contracted Licensed Health Care Provider:

- ❖ Determine if the administration of prescribed medication may be safely delegated to designated qualified personnel.
- ❖ Contact the parent/guardian or licensed health care provider to clarify any questions about prescribed medication that is to be administered in the West Virginia public school system.
- ❖ Manage health related problems and decisions. In the role of manager, the nurse is responsible for standards of school nurse practice in relation to health appraisal, health care planning and maintenance of complete and accurate documentation. For students needing long-term and emergency prescription medication to attend school, the school nurse shall assess the student, review the licensed prescriber's orders, assure implementation of needed health and safety procedures, and develop a health care plan.
- ❖ Utilize the West Virginia Board of Examiners for Registered Professional Nurses Guidelines for Determining Acts that May be Delegated or Assigned by Licensed Nurses, January 2001, and any revisions thereof, as the mechanism for determining whether or not the administration of prescribed medications may be delegated.
- ❖ Provide and/or coordinate training, as defined in SBP 2422.7, for all school employees designated to administer prescribed medication.
- ❖ Validate and document student knowledge and skills related to self-administration of prescribed medication.

Role of Designated Qualified Personnel/Administrator's Designee:

- ❖ Successfully complete the Cardiopulmonary Resuscitation (CPR), First Aid, and the medication administration portion of training, as defined in SBP 2422.7.
- ❖ Store and administer medication, complete the medication document and report medication incidents.

Role of the Parent/Guardian:

- ❖ Administer the initial dose of any medication at home, except for emergency medications and unless otherwise directed by the licensed prescriber and/or a court order.
- ❖ Complete and sign a parent/guardian authorization form (to be designed by each county), which indicates student name; date; allergies; medication name; dosage, time, and route; intended effect of medication; other medication(s) taken by student; and parent/guardian signature.
- ❖ Provide school with completed licensed prescriber authorization form for prescribed medication(s).
- ❖ Supply medication and ensure that medication arrives safely at school in a current and properly labeled container. Give the medication to the person authorized by the administrator to receive, store, and administer medication. Maintain effective communication pertaining to medication administration.
- ❖ Replenish long-term and emergency prescribed medication as needed.
- ❖ Retrieve unused or outdated medicine from school personnel no later than thirty days after the authorization to give the medication expires or on the last day of school.

Role of the Student:

- ❖ Consume the medication in the specified manner, in as much as his/her age, development and maturity permit.
- ❖ Self-administer prescribed emergency or acute medications, such as but not limited to an Epi-pen or ibuprofen when the prescription indicates that said student must maintain possession of the medication. The student must be able to bring the medication to school, carry the medication in a safe and responsible manner, and use the medication only as prescribed. At the discretion of county boards of education, high school students (not below grade 9) may be allowed to carry and self-administer non-prescribed medication (OTC) with parent/guardian authorization, unless restricted by the administrator.

Administration of Prescribed Medication:

- ❖ Prescribed medications shall be administered after written authorization from a licensed prescriber and parent/guardian are received.
- ❖ Prescribed medication shall be in the originally labeled container, which includes the following:
 - Prescribed medication(s) from a pharmacy
 - Student's name, name of the medication,

- reason(s) for the medication (if to be given only for specific symptoms),
 - dosage, time and route,
 - reconstitution directions, if applicable, and
 - The date the prescription and/or medication expire.
- Prescribed Over-the-Counter Medication(s)
- Student's name (affixed to original manufacturer's bottle),
 - Name of the medication,
 - Reason(s) for the medication (if to be given only for specific symptoms), dosage, time and route,
 - Reconstitution directions, if applicable, and
 - The date the prescription and/or medication expire.
- ❖ Medication administration steps must be followed exactly as outlined in SBP 2422.7.
- ❖ Medication administration must take place in a clean and quiet environment where privacy may be established and interruptions are minimal.
- ❖ The school nurse is to be contacted immediately when a prescribed medication's appearance or dosage is questioned. The school nurse shall take the appropriate steps to assure the medication is safe to administer.
- ❖ The school nurse is to be contacted immediately when a student's health condition suggests that it may not be appropriate to administer the medication.
- ❖ When a student's medical condition requires a change in the medication dosage or schedule, the parent must provide a new written authorization form from a licensed prescriber and container. This must be given to designated personnel within an appropriate time frame.
- ❖ Medication administration incidents include, but are not limited to, any deviation from the instructions provided by the licensed health care provider. The school nurse and administrator shall be contacted immediately in the event of a medication incident. The school nurse or administrator shall do the following:
- Contact the physician and parent/guardian, if necessary.
 - Implement the school nurse or administrator recommendation/licensed prescriber order in response to a medication incident.
 - Document all circumstances, orders received, actions taken and student's status.
 - Submit a written report to the administrator and county superintendent at the time of the incident. The report should include the name of the student, the parent/guardian name and phone number, a specific statement of the medication incident, who was notified, and what remedial actions were taken.

Self-Administration of Asthma Medication

Student self-administration of asthma medication shall be permitted in accordance with WVC §18-5-22b after the following conditions are met:

- ❖ A written authorization is received from the parent/guardian for self-administration of asthma medication.
- ❖ A written statement is received from a licensed prescriber which contains the student name, purpose, appropriate usage, dosage, time or times at which, or the special circumstances under which the medication is to be administered.
- ❖ The student has demonstrated the ability and understanding to self-administer asthma medication by passing an assessment by the school nurse evaluating the student's technique of self-administration and level of understanding of the appropriate use of the asthma medication.
- ❖ The parent/guardian has acknowledged in writing that they have read and understand a notice provided by the county board of education stating that the school, county school board and its employees and agents are exempt from any liability, except for willful and wanton conduct, as a result of any injury arising from the self-administration of asthma medication.
- ❖ The permission to self-administer asthma medication shall be effective for the school year for which it is granted and all documents related to the self-administration of asthma medication shall become part of the student health record.
- ❖ The permission to self-administer asthma medication may be revoked if the school administrator finds that the student's technique and understanding of the use of asthma medication is not appropriate or is willfully disregarded.

Administration of Non-Prescription Medication:

- ❖ Non-prescribed medications shall be administered only after meeting the following requirements:
 - Parent/guardian authorization form is provided.
 - The school administrator has the authority to determine if the administration of the non-prescribed medication may be safely delegated to the administrator's designee.
 - The school administrator has the authority to contact the parent/ guardian or a licensed health care provider to clarify any questions about the medication being administered.
- ❖ Any non-prescribed medication(s) must be provided by the parent/guardian.
- ❖ Non-prescribed medication shall be in the manufacturer's original packaging clearly marked with the following:
 - Student's name (affixed to original manufacturer's bottle),
 - Name of medication,
 - Ingredients,
 - Dosage, time and route,

- Reconstitution directions, if applicable, and
- Medication expiration date.
- ❖ Medication administration steps must be followed exactly as outlined by the WVDE.
 - Medication administration must take place in a clean and quiet environment where privacy may be established and interruptions are minimal.
 - The parent/guardian is to be contacted immediately when a medication's appearance or dosage is questioned. The administrator's designee shall take the appropriate steps to assure the medication is safe to administer.
- ❖ The parent/guardian is to be contacted immediately when a student's health condition suggests that it may not be appropriate to administer the medication.
- ❖ Medication administration incidents include, but are not limited to, any deviation from the instructions provided by the parent/guardian. The school administrator shall be contacted immediately in the event of a medication incident. The school administrator will then contact the parent/guardian, if necessary. The school administrator or designee shall:
 - Implement the parent's/guardian's recommended response to a medication incident.
 - Document all circumstances, orders received, actions taken and student's status.
 - Submit a written report to the administrator and county superintendent at the time of the incident. The report should include the name of the student, the parent/guardian name and phone number, a specific statement of the medication incident, who was notified, and what remedial actions were taken.
- ❖ When a parent/guardian authorizes a non-prescribed medication to be given in addition to a known prescribed medication, the administrator or school nurse shall validate the safety of multiple medications. At times, this validation process may require a licensed provider order.

Medication Storage, Inventory, Access and Disposal:

- ❖ Each school shall designate space in the building to store student medication, at the correct temperature, in a secure, locked, clean cabinet or refrigerator, as required.
- ❖ All medication shall be entered on a medication inventory and routinely monitored for expiration and disposal.
- ❖ Access to medications shall be under the authority of the administrator of the school in conjunction with the school nurse assigned to that school. If there is a full-time school nurse assigned to the building, the school nurse shall have authority over the access to prescribed medications.
- ❖ An appropriate supply of long-term and emergency prescribed medication may be maintained at the school in amounts not to exceed school dosages within each calendar month.
- ❖ School personnel shall dispose of unused or outdated medicine unclaimed by the parent/guardian no later than 30 days after the parent/guardian medication authorization expires or on the last day of school.

- ❖ Medication disposal shall be done in a manner in which no other individual has access to any unused portion. Two individuals will witness the disposal of the medication and the procedure must be documented on the appropriate form related to the specific student.

Confidentiality and Documentation:

Student information related to diagnosis, medications ordered and medications given must be maintained according to The Family Educational Rights and Privacy Act (FERPA) 20 U.S.C. §1232g; 34 CFR Part 99) and in such a manner that no one could view these records without proper authorization as specified in *SBP 4350 - Procedures for the Collection, Maintenance and Disclosure of Student Data*.

Documentation of medication administration shall include the following information:

- ❖ Student name,
- ❖ Medication(s) name,
- ❖ Dosage, time and route of medication administration,
- ❖ Reaction(s) or untoward effects,
- ❖ Reason(s) the medication was not administered; and
- ❖ Date and signature of person administering medication.

Consequences for Violation of These Procedures:

If a student violates the procedures regarding medication administration, action will be based upon *SBP 4373 - Student Code of Conduct* and/or *SBP 2422.5 - Substance Abuse*. Failure of school personnel to comply with the above rules shall result in personnel disciplinary actions based on *SBP 5310 - Performance Evaluation of School Personnel* and *SBP 5902 - Employee Code of Conduct*.

(WVC §18-5-22, §18-5-22a and §18-5-22b)

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Adopted: December 8, 2008
Amended/Revised:

PRESTON COUNTY SCHOOLS

Authorization for Medications to be taken during School Hours
(For Long-Term Illness)

The following section is to be completed by the Parent/Guardian:

School: _____

Child's Name: _____
(Last) (First) (MI) Birth Date

Physician's Name: _____ Phone: _____

I request that my child be assisted at school by authorized personnel in taking the medication(s) described below or that s/he be permitted to medicate himself/herself as also authorized by me and my physician (see below).

(Date) (Parent/Guardian Signature) (Home Phone) (Emergency Phone)

The following section is to be completed by the Physician:

Diagnosis for which the medication is prescribed: _____

Name of Medicine: _____

Form of Medicine: _____

Dose: _____

If medicine is to be given daily, at what time(s)? _____

If medicine is to be given "When Needed", describe indications: _____

How soon can it be repeated? _____

Is the student authorized to medicate himself/herself? _____

List significant side effects: _____

Length of time this treatment is recommended: _____

Other information: _____

Doctor's Signature Date

PRESTON COUNTY SCHOOLS MEDICATION POLICY
(Return this Portion to the School)

I have read the Preston County Policy and Regulations for medicating my child(ren) at school.

(Parent/Guardian's Signature)

(Date)

Names of Children:

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