

Date October 11, 2007

Immaculate Conception School

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## **School Medication Policy**

It is generally recognized that some students may require medication for chronic or short-term illness or health conditions during school sponsored activities. This medication enables students to remain in school and participate in their education. Although, Immaculate Conception School believes that medication should be given outside of school hours whenever possible; the school will provide administration of medication for any student if the parent/legal guardian is willing to comply with requests for authorization and provision of information. Self-administration of medication may be allowed if certain conditions are met.

### 1. Procedural Requirements

According to Minnesota Statutes, section 121A.21 the school board and administrative staff develops medication administration procedures in consultation with:

- a. A school nurse, in a district that employs a school nurse;
- b. A licensed school nurse, in a district that employs a licensed school nurse;
- c. A public or private health or health related organization, in a district that contracts with a public or private health or health-related organization, according to Minnesota Statutes, section 121A.21; or
- d. The appropriate party, in a district that has an arrangement approved by the Minnesota Commissioner of Education, according to section 121A.21.

This policy and subsequent procedure allows for verbal parent authorization that must be reduced to writing in two days or Immaculate Conception School (ICS) can adopt a policy of requiring the parental authorization to be in writing before ICS will administer the medications.

### 2. Overview

This policy and subsequent procedure is to address prescription, over-the-counter, and complementary, holistic medications. Prescription medications are those medications that are ordered by a licensed prescriber.

Immaculate Conception School addresses the need for cultural competence as it relates to safe medication administration in the school.

Immaculate Conception School bases medication policy and procedure on accepted health and education standards, statutes and regulations. The school has procedures that ensure the data privacy of student medical and medication information specific to FERPA, the

Minnesota Government Data Practices Act, HIPAA, and other state and federal laws related to data privacy as necessary.

### 3. Guidance

Unlicensed staff with medication administration responsibility will be trained and supervised in proper medication administration procedure(s).

The school has a procedure that ensures when students receive medication; the medication is given correctly and documented appropriately.

The school has procedures that assure accurate, safe and hygienic administration of medications.

The school will utilize and systematically apply the principles of the “Six Rights, Rs” when giving medication to students in an ICS setting.

1. The right student
2. The right medication
3. The right dose
4. The right time
5. The right route
6. The right document or record

The school has a procedure that addresses and ensures a licensed prescriber’s order and/or parent/legal guardian written authorization(s) must be in place prior to giving prescription or investigational medications.

The school sets up procedures that allow for students to safely self-carry and/or self-administer their own medications.

The school has a procedure for students requiring medication administration in the case of field trips or other extended day school events.

The school will document important information related to medication administration and side effects accuracy when communicating with parents/legal guardians, other school personnel, the students’ health care provider/licensed prescriber and for legal protection. Medication administration documentation is a part of and supported by the school management information system.

The school will record and review medication errors/omissions. The review errors/omissions will be used to identify corrective steps that may need to be implemented to ensure medication safety for students.

The school has a procedure for complaint resolution, which addresses medication administration concerns and deal with issues on non-compliance related to medication administration.

The school will give no medication proper medication labeling and a provision for storage that is secure.

The school has a procedure whereby all suspected diversion or tampering of drugs or medications will be reported to the local police.

The school ensures the safe and immediate administration of emergency medication for student requiring such intervention and first aid. The school designates and trains personnel that have documented certification in cardiopulmonary resuscitation (CPR), including the use of automatic external defibrillators.

#### 4. Roles and Responsibilities

The school administrative staff, under the direction of Immaculate Conception School board is responsible to see that medication policies and procedures are followed; people are hired, assigned and trained to administer medication; the procedures are performed safely and consistently; and all necessary documentation is completed.

The school has a provision whereby designated school staff administering or assisting with student medications receive training and assistance in providing or assisting students' with safe medication administration.

Immaculate Conception School board will review and revise this policy and medication administration procedures as needed, but at least every two (2) years.

#### 5. Federal and State Regulations

See the Standard I and Appendix \_\_\_\_ (Summary of Relevant Laws).