
Medication Administration Policy

A certified school nurse-teacher shall administer medication(s) to student(s) within the public school setting except as provided in sections 20.10, 20.14, or 20.15 of *Rules and Regulations for School Health Programs*. Such a certified school nurse-teacher shall be licensed in Rhode Island in accordance with the requirements of Chapter 5-34 of the RIGL. He/she shall also be certified in accordance with the provisions of Chapter 16-21-8 of the RIGL.

A certified school nurse-teacher or other registered nurse shall administer medication to student(s) in a non-public school except as provided in sections 20.10, 20.14, or 20.15 of *Rules and Regulations for School Health Programs*. Such a registered nurse shall be licensed in Rhode Island in accordance with the requirements of Chapter 5-34 of the RIGL.

No lay person, other than the student's parent, shall administer medication to a student in the school setting. Exceptions: sections 18.5, 18.6, 18.10 of *Rules and Regulations for School Health Programs* (related to the administration of epinephrine).

Provisions Related to Nurse Administration

Each dose of medication administered by a certified school nurse-teacher or other registered nurse shall be documented. Documentation shall include: date, time, dosage, route of administration and the signature of the certified school nurse-teacher or other registered nurse administering the medication. In the event a dosage is not administered as ordered, the reason(s) therefore shall be noted.

All medications to be administered by the certified school nurse-teacher or other registered nurse, as provided herein, shall be kept in a secured cabinet.

A licensed provider's (with prescriptive privileges) order shall be obtained and verified by the certified school nurse-teacher or other registered nurse for all medications to be administered by the certified school nurse-teacher or registered nurse, including school physician standing orders. Verbal orders to the nurse and facsimile transmissions may be accepted. Verbal orders shall be followed up by a written order from the licensed prescriber within three (3) working days. Upon receipt, the orders shall be confirmed with the parent by the nurse.

For prescription medications, all parent authorizations and licensed provider's orders shall be renewed no less than annually by the certified school nurse-teacher or other registered nurse.

Controlled Substances

No controlled substance shall be in the possession of or administered by anyone other than a certified school nurse-teacher, other registered nurse, licensed prescriber, or parent of the child for whom the medications have been prescribed. A student may deliver his/her own medication to school in accordance with protocols or procedures developed by the school but may not self-administer the controlled substance while on school property. Exception: see section 20.15 of *Rules and Regulations for School Health Programs*.

Prescription Medications

All school districts or authorities shall develop protocols or procedures to permit students to self-carry and/or self-administer prescription medication if the student, parent, certified school nurse-teacher or registered nurse, and licensed prescribing health care provider enter into a written agreement that specifies the conditions under which the prescription medication must be self-carried and/or self-administered. The school principal shall be informed of the existence of said agreement.

The protocols or procedures related to student self-administration of prescription medications shall include provisions for the following:

- All medications shall be stored in their original prescription-labeled containers.
- A licensed health care prescriber's written order shall be provided
- A written parent authorization shall be obtained and verified by the certified nurse-teacher or other registered nurse.

A student shall be prohibited from sharing, transferring, or in any way diverting his/her own medication(s) to any other person.

No school teacher, school administrator, or school health personnel, or any other school personnel shall be liable for civil damages which may result from acts or omissions which may constitute ordinary negligence when a student self-carries and/or self-administers his/her own medication(s) in accordance with these rules and regulations. This immunity does not apply to acts or omissions constituting gross negligence or willful or wanton conduct.

Inhalers

Each school district shall develop a procedure to allow children to carry and use prescription inhalers while in school or at a school sanctioned function or event, when prescribed by a licensed individual with prescriptive privileges. Children who need to carry said inhalers shall provide the school with medical documentation that the inhaler has been legitimately prescribed and that the child needs to carry it on his/her person due to a medical condition. But no child shall be disciplined solely for failure to provide such documentation in advance.

No school teacher, school administrator, or school health personnel, or any other school personnel shall be liable for civil damages which may result from acts or omissions in the use of prescription inhalers by children which may constitute ordinary negligence. This immunity does not apply to acts or omissions constituting gross negligence or willful or wanton conduct.

Medication Administration at Off-site School-sponsored Activities

Each school district or non-public school authority shall develop a procedure or protocol to allow students to self-carry and self-administer a day's supply of medication, including a controlled substance, during an

off-site school-sponsored activity. Said medication shall be supplied by the parent and shall be stored and transported in a properly labeled container.

Said medication shall be supplied by the parent with a parent's written authorization for use of the medication during the off-site school-sponsored activity and shall be stored and transported in its original prescription-labeled container (in the case of a prescription medication) or its manufacturer-labeled container (in the case of a non-prescription medication).

In the case of a prescription medication, a licensed health care prescriber's written order shall be provided, if it is not already on file in the school.

A student shall be prohibited from sharing, transferring, or in any way diverting his/her own medication(s) to any other person.

No school teacher, school administrator, or school health personnel, or any other school personnel shall be liable for civil damages which may result from acts or omissions which may constitute ordinary negligence when a student self-carries and/or self-administers his/her own medication(s) in accordance with these rules and regulations. This immunity does not apply to acts or omissions constituting gross negligence or willful or wanton conduct.

ANAPHYLAXIS PROCEDURE (RI6-21-SCHO)

Anaphylaxis refers to a potentially fatal, acute allergic reaction to a substance (such as insect stings, foods and medications) that is induced by an exposure to the substance. Manifestations of anaphylaxis may be cutaneous (such as hives, itchiness and swelling), cardio-respiratory (swelling of tongue, throat wheezing, difficulty breathing, low blood pressure), central nervous system (lethargy, coma) and others.

1. Parents must provide a physician's or other licensed prescriber's order, parent authorization and filled prescription(s) such as, the epinephrine auto-injector(s) notifying the school of the student's allergy and the need to administer the epinephrine auto-injector in a case of anaphylaxis.
2. The school nurse-teacher shall communicate the required medical information to the appropriate school personnel such as the classroom teacher, itinerants, food service workers, supervisory aides and designated CPR/First-Aid person in each building.
3. Training shall be provided annually for all such school personnel who might be administering epinephrine auto-injectors, such as "EpiPen R" or any other similar device that is used for the automatic injector of epinephrine into the human body to treat anaphylaxis. Subjects to be covered shall include (but not limited to): signs and symptoms of anaphylaxis shock, proper epinephrine auto-injector storage (e.g., examining color, clarity and expiration date), proper epinephrine auto-injector dosage, proper epinephrine auto-injector administration, adverse reactions, accessing the "911" emergency medical system and preparation for movement and transport of the student. This instruction shall stress that the expiration date on the epinephrine auto-injector has not lapsed.
4. The physician's order to administer an epinephrine auto-injector shall be entered into the student's health record in accordance with the East Providence School Department Medication Policy.
5. If appropriate, a child identified at risk for anaphylaxis should carry the epinephrine auto-injector with him/her at all times. If this is not appropriate, the epinephrine auto-injector shall be available in the classroom, cafeteria and /or physical education facility, or other areas where the epinephrine auto-injector is most likely to be used. Reasonable provisions shall be made for the availability, safekeeping and security of the epinephrine auto-injector. The school shall develop policies and procedures related to the availability, safekeeping and security of the epinephrine auto-injector.
6. Public Law 95-358 confers the protection of the "Good Samaritans" laws to non-nursing personnel (e.g., teachers, janitors etc.) who administer an epinephrine auto-injector to a previously medically identified student who experiences an episode of anaphylaxis.
7. In case of severe allergic reaction or anaphylaxis in the student of an UNKNOWN allergy within The East Providence Public Schools, the school nurse-teacher ONLY may administer the EpiPen 0.3 mg dose if more than 30Kg. or 66 pounds, or the EpiPen Jr. 0.15mg if less than 30 Kg. or 66 pounds. The student must then be transported to an emergency facility and the parent/guardian notified.

Section 17.0 First Aid and Emergencies

Rules and Regulations for School Health Programs, as amended, December 1999

The school physician on an annual basis shall sign (all of the above orders).

Procedure of the Administration of Medications (Policy V.A.17. Medication Policy)

The Administrator in each building shall be responsible for the safe administration of all medications in conjunction with the Certified School Nurse-Teacher assigned to that building. In order that the Rules and Regulations for Rhode Island School Health Programs, **(R16-21-SCHO, RIGL, Section 20, Medication Administration)** be adhered to, the following steps shall be followed:

1. The School Nurse-Teacher shall disseminate the necessary forms (Medication Authorization) to the parent or guardian to be signed appropriately, prior to any medication being administered to a student. Nurses will adhere to the "Five Rights of Medication Administration". Controlled substances will be counted and witnessed upon delivery.
2. It is the responsibility of the parent/guardian to inform the Nurse/Teacher in writing of any changes in the prescribed medication in school. Parent or guardian should deliver medication directly to the Nurse/Teacher. In the rare event that this is not possible, parent shall inform the Nurse/Teacher and make every effort to ensure the safe transport of medication to school including amount transported.
3. The above mentioned form shall be kept on file in the nurse's office along with the Medication Record, which is used for the documentation of every dose given to the student by the School Nurse Teacher.
4. OTC meds (i.e. ibuprofen, acetaminophen, antacids, cough drops, and bacitracin may be administered to secondary students in Grades 6-12 in weight appropriate doses. Elementary students in Grades Pre-K to 5 may receive cough drops and bacitracin only. Acetaminophen may be administered to elementary students with a temperature greater than 102 F whose parent/guardian cannot be reached or that there will be a delay in pick up. Standing orders for these medications will be on file in the nurse's office and renewed annually. Any other OTC medication requires both a physician's order and parent signature prior to dispensing.
5. See Diabetes procedure for the administration of insulin and diabetes management.
6. A student may carry and self-administer epinephrine and inhalers only when prescribed and agreed upon by physician, nurse/teacher, and building administrator.
7. A student may self-carry and self-administer a day's supply of medication, including a controlled substance, during an off-site school sponsored activity. Said medication shall be supplied by the parent and shall be stored and transported in a properly labeled container. Written authorization for use of the medication during the off site school-sponsored activity will accompany the medication which will be in the original prescription bottle (for prescription medication) and the original manufacturer-labeled container (for non-prescription medication). All medications require a licensed physician's written order that is renewed annually.
8. The building administrator shall be informed of the following:
 - Specific, fragile medical needs of students will be shared throughout the year on an as needed basis.
 - The storage place of all auto-injector devices (Epi-Pen) that are ordered for any child within the building and the emergency care plan.
 - The School Nurse Teacher will be the sole administrator of all ordered medications to students

- The District Nurse Coordinator will develop and share with principals a nurse coverage schedule that will ensure that all children needing medication shall receive them, if the School Nurse Teacher assigned to that building is unavailable, due to an emergency or absence.
- The building administrator shall be responsible to have at least one person available in the building, who is trained and competent in the administration of first aid and an epinephrine auto-injector other than the School Nurse Teacher. The Nurse/Teacher is the only person in schools that may assess and administer the stock epinephrine to students with a previously **unknown** life threatening allergy. In the event that the Nurse/Teacher is unavailable, contact 911.

East Providence School Committee

Policy Adopted: 5/10/16

Policy Revised: 6/10/25

Consent for Administration for Medication During the School Day

Student's Name _____ Grade _____

Student Date of Birth _____

I give permission to have the school nurse give my child the following medicine if needed during the school day:

- Tylenol 650mg
- Ibuprofen 400mg
- Tums 1 tab

Allergies: _____

Medical
Conditions: _____

Prescription Medication(s) Taken: _____

Guardian(s) Name (print): _____

Guardian Phone number: _____

Guardian Email Address: _____

Student's Physician: _____

Date of Next Primary Care Appointment: _____

Guardian Signature: _____

**East Providence School Department
MEDICATION AUTHORIZATION FORM**

**THIS FORM IS REQUIRED ONLY IF YOUR CHILD TAKES PRESCRIBED MEDICATION
DURING THE SCHOOL DAY**

SIGNED MEDICATION ORDER - PLEASE ATTACH a signed Medication Order from the prescribing Health Care provider. If there is a change from the original medication order, another signed order must be re-submitted to the SCHOOL NURSE. Students will not receive medication without a current physician's order.

The East Providence School District, along with state regulations, mandates that the following form must be present in your child's health record prior to any administration of medication or medication-related accommodations. All submitted medication forms must be on a letterhead from the physician's office, with a signature from the providing physician. Medication will not be given without a physician order. This includes over the counter medication (antihistamines, eye drops, and ointment elementary only) and antibiotics.

Medications should be delivered to the school in a pharmacy or manufacturer-labeled container by the (parent/guardian) or a responsible adult whom you designate. Please ask your pharmacy to provide separate bottles for school and home. Families are responsible for retrieving any unused medications. All expired and unused medication will be discarded at the end of the school year.

PARENT OR GUARDIAN SECTION:

By signing this document, you authorize the administration of medication to your child during school hours and for field trips. Medication will be administered either before or after the trip.

Return completed form with attached medication order to your child's School Nurse.

Students Name:	Date
Parent/Guardian Name:	Parent/Guardian Signature:
Parent/Guardian Phone Number:	Clinics Name:
Physician Name:	Clinics Address
Name of Medication:	Clinics Phone Number: