

ADMINISTERING MEDICATION TO STUDENTS

The Board acknowledges that in certain instances it may be necessary for a student to have medication administered to him/her while in attendance at school. The Board discourages the administration of medication on school premises where other options exist. Whenever possible, it is recommended that the first dose of a newly-prescribed medication be given at home.

A. REQUESTS TO ADMINISTER MEDICATIONS PURSUANT TO HEALTH PROVIDER ORDER

The following procedure must be followed for any prescription or over the counter medication to be administered to a student pursuant to a health care provider's order. Such an order must be obtained from a medical/health practitioner who has a current Maine license with a scope that includes administering medication. This section does not apply to the administration of medical marijuana; please see Section B for specific requirements.

1. The parent/legal guardian shall obtain a copy of the Scarborough School Department Request/Permission to Administer Medication in School Form and Board Policy JLCD from the school nurse or school office.
2. The parent/legal guardian and the student's health care provider shall complete and sign the Request/Permission Form.
 - a. A medication label that provides sufficient information may be used in lieu of a written order unless the medication is to be administered for more than 15 consecutive days.
3. The parent/legal guardian shall return the Request/Permission Form to the school office or school nurse along with the medication:
 - In the original container (and in the case of prescription medications, appropriately labeled by the health care provider or pharmacy);
 - Including no more than the amount of medication necessary to comply with the health provider's order.
4. The school nurse shall review the Request/Permission form for completeness and clarity. If the nurse has any questions or concerns about the form, he/she will contact the parent/legal guardian and/or health care provider, as appropriate, for more information.
5. If there is a later change in the medical order (such as change in dose, frequency or type of medication), a new Request/Permission form must be completed.
6. Medication orders must be renewed at least annually.

7. Medication no longer required (or remaining at the end of the school year) must be removed by the parent/legal guardian. Medication not removed by the parent/legal guardian in a timely manner shall be disposed of by the school unit.
8. The Board disclaims any and all responsibility for the diagnosis, prescription of treatment, and administration of medication for any student.

B. ADMINISTRATION OF MEDICAL MARIJUANA

The following procedure must be followed for the administration of medical marijuana to students at school. In accordance with the applicable law, this section only applies to students under the age of 18. Students 18 years of age and older may not possess or use medical marijuana at school.

1. The student's designated primary caregiver (who must be a parent, guardian or legal custodian) shall obtain a copy of the Scarborough School Department's Request/Permission to Administer Medical Marijuana in School Form and Board Policy JLCD from the school nurse or school office. The administration reserves the authority to request documentation that the individual is the student's primary caregiver.
2. The primary caregiver and the student's authorized medical provider (physician or certified nurse practitioner) shall complete and sign the Request/Permission Form, and attach a copy of the current written certification for the use of medical marijuana. The original certification must be shown to the school employee processing the request for the primary caregiver to administer medical marijuana at school.
3. Arrangements will be made between the school administration and the primary caregiver to schedule the administration of medical marijuana in a manner that will minimize disruption to school operations and the student's educational program.
4. Medical marijuana must be brought to school by the primary caregiver, and may not be held, possessed or administered by anyone other than the primary caregiver. The student may only possess the medical marijuana during the actual administration process. Medical marijuana administered in school must be in non-smokeable form.
5. The primary caregiver must check-in at the school office upon arrival for the administration of medical marijuana. Medical marijuana may only be administered in a location as determined by the building administrator and health services staff.
6. The primary caregiver must check-out at the school office following administration of the medical marijuana and transport any remaining medical marijuana with him/her off school premises.

C. SELF-ADMINISTRATION OF MEDICATIONS

Inhalers and Epi-Pens

Students shall be authorized to possess and self-administer prescribed emergency medication from an asthma inhaler or epinephrine pen (epi-pen) if the following requirements are met.

1. The student must have the prior written approval of the student's health care provider and, if the student is a minor, the prior written approval of his/her parent/guardian (see Request/Permission to Administer Medication in School Form).
2. The student/s parent/guardian must submit written verification from the student's health care provider confirming that the student has the knowledge and the skills to safely possess and use an asthma inhaler or epi-pen in school.
3. The school nurse shall evaluate the student's technique to ensure proper and effective use of an asthma inhaler or epi-pen in school.

Other Medications

On rare occasions, it may be necessary for a student to have immediate access to certain medications. Students may be permitted to possess and self-administer prescription medications in school on a case-by-case basis. All such requests must be approved by the school nurse in consultation with administration, who has the discretion to authorize self-medication based on the nature of the medication, the risk of abuse or transfer to other students, the capacity of the student to safely handle the medication and any other relevant factors. Students are not allowed to self-administer medical marijuana under any circumstances.

D. ADMINISTRATION OF EPI-PENS TO STUDENTS WITHOUT A PRESCRIPTION

The Scarborough School Department has a "collaborative practice agreement" which allows the administration of an epi-pen to a student who does not have a prescription in an emergency when the student is experiencing anaphylaxis during school or a school-sponsored activity. The epi-pen must be administered by the school nurse or other authorized unlicensed personnel who has received the training required by this policy and the collaborative practice agreement.

E. DISPENSATION OF OVER THE COUNTER MEDICATIONS

With prior parental/legal guardian permission, students may receive certain over the counter medications at school including sunscreen, providing there is a standing physician order for said medication.

F. ADMINISTRATION OF MEDICATIONS DURING FIELD TRIPS AND OFF-CAMPUS SCHOOL SPONSORED EVENTS INCLUDING ATHLETIC/EXTRACURRICULAR EVENTS

The following procedure shall be followed to accommodate a student who requires administration of medications during a field trip or other off-campus school sponsored event. This section does not apply to the administration of medical marijuana; please see Section B for specific requirements.

1. The school nurse and principal, in consultation with the student's parent/legal guardian and health care provider, will determine whether the student's participation is appropriate in light of the student's health condition, distance from emergency care, and/or other circumstances applicable to the student's particular situation. Students with identified disabilities should not be excluded from such trips or events without their particular situation being discussed by the student's 504 or pupil evaluation team.
2. The parent/legal guardian shall provide a sufficient number of doses for the event.
3. If the parent/legal guardian is not present, an appropriately trained staff member shall be assigned to administer the medication.
4. In some instances, students may be allowed to possess and self-administer medications (see section C, Other Medications.) Students are not allowed to self-administer medical marijuana under any circumstances.

G. PERSONNEL AUTHORIZED TO ADMINISTER/DISPENSE MEDICATIONS

Medications (other than medical marijuana) may be administered by the school nurse and/or by authorized unlicensed school personnel who have received appropriate training from a registered professional nurse or physician. Annual refresher training is required for all unlicensed personnel authorized to administer medications. The school nurse shall maintain appropriate documentation of training. Authorization to administer medications shall be made by the Superintendent based upon the recommendations of the school nurse.

H. CONFIDENTIALITY OF INFORMATION

To the extent legally permissible, school staff may be provided with such information regarding a student's medication(s) as may be in the best interest of the student.

I. STORAGE OF MEDICATIONS/RECORDKEEPING/ANNUAL REPORT

1. All medications shall be stored in a secure space in the school nurse's office or school office and locked at all times except during the actual administration of medication.

Exception: Some emergency medications (Epi-pens, etc.) may be stored in more accessible locations as determined appropriate by the health services staff.

2. Clearly marked containers are provided to store all daily medications and those to be taken as needed.
3. An electronic medication record shall be maintained by the school nurse/designee, including the Request/Permission Forms and individual medication records for each student to document the administration of all medications (dose administered, by whom, date, time and any errors).
4. The school unit shall provide an annual report to the Maine Department of Education summarizing and analyzing incidents involving a severe allergic reaction or administration of an epinephrine auto injector. The school nurse is responsible for compiling this information and providing the report to the Superintendent.

J. ADMINISTRATIVE PROCEDURES

The Superintendent/designee shall develop any administrative procedures necessary to implement this policy and as required by Maine Department of Education Rules.

Legal Reference: 20-A MRSA §§ 254(5); 4009(4); 6305; 6306
22 MRSA § 2426
Maine Public Law 369 (2015)
Maine Department of Education Rule Chapter 40
28 CFR Part 35 (Americans with Disabilities Act of 1990)
34 CFR Part 104 (Section 504 of the Rehabilitation Act of 1973)
34 CFR Part 300 (Individuals with Disabilities Education Act)

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