

JLDC Medication Administration Policy

Medication in the school setting may be administered at school by the school nurse acting under specific instructions for dispensing medication from the student's physician (a physician order) and a written, signed and dated request from the parent/guardian. Medication is defined as both prescription medications and "over the counter" medications as well as delivery of medications through medical devices. Whenever possible, an individual medication administration plan shall be completed by the school nurse in collaboration with the parent/guardian.

Prescription medications must be in the pharmacy or manufacturer labeled container, preferably with the student's name, current date, the specific dose, and administration directions. Any nonprescription or "over the counter" medication must be presented in the original container.

Exceptions:

1. The district may, in collaboration with the School Physician and the School Nurse Manager, stock nasal naloxone (Narcan). Trained medical personnel may administer Narcan to individuals experiencing a life threatening opiate overdose in the school setting.
2. For prescription medications requiring administration for 10 school days or fewer, the pharmacy labeled container may be used in lieu of a licensed prescriber's order. If the nurse has a question, they may request a licensed prescriber's order.
3. The school district shall, through the district nurse manager, register with the Department of Public Health and train staff members in the use of epinephrine auto injectors.

The School Nurse may administer "over the counter" medications to all students on an "as needed" basis as long as the School Nurse has standing orders from the school physician and parent/guardian consent. These medications may include but are not limited to: acetaminophen, ibuprofen, vaseline, eye drops etc.

All medications must be kept in the nurse's office however there are some exemptions that can be kept on the student. Students who fall into the following exemptions may self administer medications, after consultation with the school nurse and with a medication order on file:

1. Students permitted self administration of medication meeting the conditions and guidelines set forth in 105 CMR 210.006.
2. Students with diabetes may possess and administer glucose monitoring tests and insulin delivery systems.
3. Students with asthma or other respiratory diseases may possess and administer prescription inhalers.
4. Students with cystic fibrosis may possess and administer prescription enzyme supplements.
5. Students with life threatening allergies may possess and administer auto-injectors.

The school district shall do the following:

1. Establish a system for documentation and record-keeping which is part of the student's health record.
1. Establish a system for documentation of medication errors.
2. Under no circumstances will the first dose of any medication be given at school. The first dose

must be administered at home with the parent/guardian observing the student for any adverse side effects.

All medications must be hand delivered to the School Nurse by a parent/guardian. If extenuating circumstances arise, as determined by the School Nurse, the medication may be delivered by other persons, provided that the nurse is notified in advance by the parent/guardian of the arrangement and the quantity of the medication being delivered. No more than a 30 day supply of medication for the student shall be stored in school. Access to stored and double locked medications shall be limited to persons authorized to administer medications.

In accordance with the standard nursing practice, the school nurse may refuse to administer any medication which, based on the nurse's assessment and professional judgement, has the potential to be harmful, dangerous or inappropriate. In these cases, the parent/guardian and licensed provider shall be notified by the school nurse.

Medication given on a daily basis as part of a student's educational program, which is covered by M.G.L. Chapter 94C the Controlled Substances Act, must be dispensed only by an RN or LPN unless unlicensed school personnel have been educated in medication delegation. Under medication delegation the school nurse may delegate medication administration to an unlicensed staff member if there is written consent from the parent/guardian for the delegation. The school nurse must educate the unlicensed staff member about medication delegation. The school nurse in consultation with the district nurse manager and school physician shall have final decision making authority with respect to delegation administration of medication to unlicensed personnel.

SOURCE: MASC - Reviewed 2021

LEGAL REF: M.G.L. [71:54B](#)
Department of Public Health Regulations:
105 CMR 210.00; 244 CMR 3.00

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