REGULATIONS FOR THE ADMINISTRATION OF MEDICATIONS TO STUDENTS

I. GENERAL PROCEDURES

Prescription medications and over-the-counter (OTC) medications shall be administered to students in ACPS when medication is required during the school day or at school activities in order to maintain a student’s health, support student learning, or intervene in a medical emergency.

For students with disabilities and those who have been afforded accommodations under Section 504 of the Rehabilitation Act of 1973 to provide them with access to a Free Appropriate Public Education (FAPE), all medications shall be administered in accordance with the student’s Individualized Education Program (IEP), 504 Plan, and/or Individualized Healthcare Plan (IHP).

II. PRESCRIPTION MEDICATIONS

The following requirements govern administration of prescriptive medications at school or school activities. Prescription medications will be administered only with the

- “licensed prescriber’s” written order (physician, nurse practitioner, physician assistant, optometrist or dentist),
- written parent/guardian consent, and
- written permission of the parent/guardian for the exchange of information between the prescriber and the school nurse necessary to ensure safe administration of medication at school, and only under the following terms and conditions:

A. The appropriate medication authorization forms are presented to the school as applicable:
   a. ACPS Authorization to Administer Medication form;
   b. Virginia Asthma Action Plan;
   c. Virginia Diabetes Medical Management Plan;
   d. FARE: Food Allergy & Anaphylaxis Emergency Care Plan; and
   e. Epilepsy Foundation: Seizure Action Plan.

B. All medication that requires administration at school or school activities shall be delivered by the parent/guardian to the school nurse, or if the nurse is not present, the principal’s designee. The medication must be in the original container and labeled with the student’s name, name of the medication, directions for dosage, frequency to be administered, the licensed prescribers’ name, and the date the prescription was filled. Medications in plastic bags or other non-original containers will not be accepted.

C. No medication shall be administered in school or self-administered by a student until the school nurse has reviewed the medical order for safety, medical necessity, and establishment of the administration plan.
D. Nothing in this regulation shall be construed to prohibit a parent/guardian from administering a medication in school to his or her own child in an emergency or urgent situation, or as an alternate plan as specified in an IHP.

E. Medication shall be maintained in the original labeled container at all times, except when a single dose is stored in a pharmacy envelope for field trips.

F. Medication shall only be given with written parent/guardian permission (for students who are minors under age 18). Adult students, age 18 and older, may sign their own consent and will comply with the process as outlined in this regulation.

G. Medication shall be stored in a locked space in the clinic at all times. Medication shall not be stored in the classroom, lockers, or any other location in the school. Exceptions include self-carry and non-prescription/non-controlled medications in single doses with proper documentation and written consent.

H. In extenuating circumstances and with prior notice provided to school administration and the school nurse, medication may be delivered by a non-parent or non-guardian.

I. The initial dose of medication should be administered at home so that the parent or guardian may observe the student for any reaction.

J. Medication shall be administered at school or school activities only by the school nurse or school staff trained in medication administration. The school administrator, after consultation with the school nurse, shall be responsible for selecting and ensuring training of at least two individuals to administer medication in the absence of the school nurse.

K. If questions arise about any submitted medical orders, the school nurse may consult with the school principal and the Health Services Coordinator.

L. The Authorization to Administer Medication form with the licensed prescriber’s signature must accompany prescription medications. In cases of short-term antibiotic or antiviral medications only, (administration of 10 school days or fewer), the pharmacy-labeled container may be used in lieu of a licensed prescriber’s order.

M. Any change in dosage or frequency of administration shall be communicated to the school nurse by updating the Authorization to Administer Medication form. Electronic faxed or scanned documents may be accepted. In cases of emergency, documentation may be accepted on the licensed prescriber’s stationery or prescription pad until the Authorization to Administer Medication is updated. School health staff may contact the licensed prescriber, if questions exist.

N. At the beginning of each school year, all medications shall require new documentation for administration. There shall be no carry-over orders or medications.
O. Injectable medication, inhaled medication, skin patch, gastric tube, and intravenous preparations shall be considered prescription medication and shall be given according to standard procedures and OSHA regulations.

P. All medications must be FDA approved pharmaceuticals (prescription and non-prescription) administered within their therapeutic range and within standards of acceptable medical regimen. Homeopathic preparations will not be administered. Any questions about approved medication shall be directed to the Health Services Coordinator who may consult with the ACPS School Health Medical Consultant.

Q. All medication usage will be documented in either the Electronic Health Record or the Incidental Medication Log by the person administering the medication.

R. If, upon receiving an Authorization to Administer Medication form, there are any questions or concerns about appropriateness of administration, the school principal or designee will be contacted immediately. The parent/guardian will be contacted directly by the school nurse. The licensed prescriber may be contacted with parent/guardian consent.

S. Standing orders shall be developed by the ACPS School Health Medical Consultant and the Health Services Coordinator in keeping with medical and nursing standards of practice. The purpose of such orders is to prevent harm or death, and stabilize the student until emergency transport to a clinic or hospital is available (e.g., Epinephrine and Albuterol).

T. Prescriptions written by a legal prescriber who is also the parent/guardian will not be accepted.

U. In the event that a family may lack access to healthcare for medications and treatments, the school nurse will assist the family with their permission to gain access to a healthcare provider and any needed medication to ensure proper services.

III. NON-PREScription/NON-CONTROLLED MEDICATIONS

Non-Prescription/Over-the-Counter medications will follow the same regulations as Prescription Medications as outlined in Section II, requiring a “licensed prescriber’s” written order (physician, nurse practitioner, physician assistant, optometrist or dentist), written parent/guardian consent, and written permission of the parent/guardian for the exchange of information between the prescriber and the school nurse necessary to ensure safe administration of medication at school. The parent must provide the medication in its original and unopened container.

Secondary students (Grades 6 – 12) with a signed authorization form from a parent/guardian may carry one dosage of non-prescription/non-controlled medication at a time, such as Advil, Motrin, and Tylenol, if such medication is not stored in the clinic. Carrying more than one dosage of non-prescription/non-controlled medication or sharing medication with other students is a violation of School Board Policy JHCD and of the ACPS Student Code of Conduct.
IV. SELF-CARRY AND SELF-ADMINISTRATION OF MEDICATION

ACPS supports the self-administration of medication by a student with a verified chronic health condition for the safety of themselves and others in the school setting. The student who self-carry must have the Authorization to Administer Medication form properly completed by the licensed prescriber and signed by the parent/guardian on file with the school nurse. The student must carry a copy of this authorization when self-carrying and self-administering the approved medication. Self-administration means the student will bring the medication to and from school every day, including extracurricular activities both before and after school, and carry the medication on their person. This opportunity is generally, but not exclusively available to middle and high school students who have asthma, food allergies, and other chronic health conditions for which students require immediate access to their medication for emergency purposes or for proper management of their condition.

A. Medication to Treat Asthma – A student with a diagnosis of asthma may carry a medication inhaler with the written agreement of the licensed prescriber, parent or guardian, and school nurse (i.e., Virginia Asthma Action Plan). At the beginning of each school year, the school nurse shall discuss the medication, side effects, safety precautions, and inhalation procedure with the student. The school nurse will work with the student to support self-care of his/her asthma and develop a mechanism to ensure the student’s care is documented in the electronic health record (EHR) and in PowerSchool.

B. Medication to Treat Diabetes - Students who are diagnosed with diabetes, and who have parent/guardian consent and approval from the prescriber and the school nurse, may carry and use essential supplies, including a reasonable and appropriate short-term supply of carbohydrates, to manage routine self-care, as well as emergency treatment of hypoglycemia or hyperglycemia, and to self-test and treat as needed on a school bus, school property, or at a school-sponsored activity. The school nurse will review documents (i.e., Virginia Diabetes Medical Management Plan) and shall work with the student to support self-care of his/her diabetes. The school nurse will develop a mechanism to ensure the student’s care is documented in the EHR and in PowerSchool. The parent/guardian should ensure that the student has a backup insulin device available in case of primary insulin device failure. ACPS employees will not attempt repairs, including reinsertion of insulin pumps or continuous glucose monitors otherwise known as CGM.

C. Medication to Treat Anaphylaxis – Students with a diagnosis of allergies that are associated with anaphylaxis may carry a pre-filled epinephrine auto-injector for treatment of anaphylaxis. The school nurse shall work with the student to support self-care of his/her allergies, and to ensure the student understands that any use of their auto-injector epinephrine will require a 911 call. The producers of the EpiPen state, “After receiving epinephrine, you must be transported to hospital, for evaluation and a period of observation of no less than 4 hours. This is because of the possibility of either a
“biphasic” reaction (a second reaction) or a prolonged reaction.” The school nurse will review documentation (i.e., FARE: Food Allergy & Anaphylaxis Emergency Care Plan) and will develop a mechanism to ensure the student’s care is documented in the EHR.

IV. HANDLING, STORAGE, AND DISPOSAL OF MEDICATIONS

All medications, prescription, and non-prescription/non-controlled, except those approved for self-carry, shall be delivered by a parent/guardian to the school nurse or the principal’s designee and complete the following process:

A. The school nurse shall follow standard nursing practices when administering medication, including, but not limited to, counting medications upon receiving and returning them, recording medication delivery, and noting exceptions/variances. The medication shall be counted if in pill, tablet, or capsule form, or measured by marking and noting the amount dispensed in the liquid container. All information associated with the delivery of medication will be documented on the Record of Delivery, Return, or Destruction of Medication form. An inventory of all medications will be kept in the individual student’s record in the EHR.

B. The medication will be placed in a locked cabinet in the clinic designated for the storage of medication. Medications that require refrigeration shall be stored and locked in a refrigerator designated only for medications. Access to keys for the medication cabinet should be limited to the school nurse, the principal, or the principal’s designee. Keys to the medication storage should not leave school grounds.

C. The student’s original Authorization to Administer Medication form shall be placed in the student’s Cumulative Health Record in the School Nurse’s office and/or stored as a scanned copy in the EHR. A copy of the Authorization to Administer Medication form, the Record of Delivery, Return, or Destruction of Medication form, and the Incidental Medication Log will be placed in a notebook and kept in a secure, yet available location, for easy access to medication information for those who have a need to know.

D. When a medication is obtained for a field trip, a copy of the authorization form and the Incidental Medication Log will be sent with the staff member who has been trained in medication administration. The Incidental Medication Log will be used by the staff member for documentation purposes.

E. All medications will be returned to the parent/guardian at the end of the school year, when they are expired, or when the treatment has been completed. Medications left in the school clinic after the last day of school or the last day of summer school associated with the school year will be properly disposed of within two weeks. The return or disposal will be documented on the Record of Delivery, Return, or Destruction of Medication form. This form requires the school nurse’s signature and a witness, either the parent/guardian or the principal/designee.
V. DOCUMENTATION AND RECORD-KEEPING

Each school where medications are administered by school personnel shall maintain a Medication Administration Record for each student who receives medication during school hours. This record will be kept as an EHR and/or a paper document stored in the Cumulative Health Record. The school nurse shall document in the medication record any significant observations of the medication’s effectiveness, as appropriate, and any adverse reactions or other harmful effects as well as any action taken.

VII. ADMINISTRATION OF MEDICATION DURING SCHOOL-SPONSORED ACTIVITIES

A. Medications should be administered to students on school-sponsored trips only when absolutely necessary. Timing of doses should be adjusted to occur outside of the school-sponsored activity, if medically appropriate.

B. Except in cases of emergency, medication may be administered on school-sponsored trips only when previously administered and when the appropriate authorization forms have been completed and submitted to the school nurse or school administrator. This includes an authorization form signed by a licensed prescriber and a parent/guardian.

C. School nurses should be notified in advance of a trip by the trip coordinator, per Regulation IICA-R, to give the school nurse time to prepare the needed medications and paperwork.

D. The medications can be prepared by the school nurse from the supply already at the school. The individual doses needed for the trip may be placed in pharmacy envelopes designed for this purpose with appropriate labeling. If medications are not at the school, the parent/guardian will supply the appropriate amount of medication in a container prepared by a pharmacist that is appropriately labeled. The parent/guardian must bring the medications and the signed Authorization to Administer Medication form before the day of the trip.

E. The medication will be administered on the trip by either the student’s parent/guardian who has volunteered to attend, or a staff member who has completed the training in administration of medication. When medication must be administered during a field trip or other off-campus school activity, the medication shall be transported by the staff member trained to administer the medication in the original, labeled container or a pill envelope on which complete label information has been written by the school nurse. A copy of the completed Authorization to Administer Medication form will accompany the medication. The trained staff member must carry the medication at all times during the trip. Students are not to carry the medication.

F. For any field trip longer than one day, the student’s prescription should be provided by the student’s parent/guardian in a properly labeled prescription vial which has been dispensed from a pharmacy and which contains only the quantity needed for the duration of the field trip.
VII. ERRORS/VARIANCES IN MEDICATION ADMINISTRATION

In the event an error in medication administration occurs or is suspected, the school nurse or designee shall immediately:

A. Ensure the safety of the student involved by:
   a. Assessing the student and observing for any side effects;
   b. Taking appropriate action based on nursing judgment and/or physician’s orders; and
   c. Calling 911, if necessary, and following the instructions received;

B. Contact the building administrator and school nurse, as appropriate to the situation;

C. With the direction of the building administrator, call the parent/guardian to explain the situation, the student’s current status, and actions taken to ensure the health and safety of the student;

D. Monitor the student until either EMS arrives, the parent/guardian arrives, or the student is deemed safe and healthy to return to class by the school nurse and the administrative team;

E. Complete the Medication Variance form and submit it to the Health Services Coordinator;

F. Document in the Electronic Health Record as appropriate; and

G. The Health Services Coordinator will review the Medication Variance form and take necessary steps to ensure appropriate medication administration in the future.

VIII. STOLEN OR LOST MEDICATION

A. If any medication is reported missing, the building administrator and the Health Services Coordinator must be notified immediately for investigation. In the event the incident involves a controlled substance, the School Resource Officer or the Director of Health, Safety and Risk Management must be notified.

B. The student’s parents/guardians will be notified of the situation and new medication will be requested to be brought to the school.

C. Once the student’s immediate needs are met, the Medication Variance form will be completed and sent to the Health Services Coordinator.

D. The incident will be documented in the student’s EHR.
IX. EMERGENCY MEDICATIONS

A. Medications will be supplied by ACPS for students demonstrating symptoms of anaphylaxis and/or asthma that do not have personal medications in the clinic.

B. If emergency medication is needed, a parent/guardian will be contacted immediately.

C. In consultation with the school principal, the school nurse will be responsible to place these emergency medications in appropriate school locations that support ease of access.

D. The school nurse will be responsible to monitor the expiration date of the emergency medication and record this information in his/her Health Services Monthly report.

E. The school nurse will inform the Health Services Coordinator of any emergency medication that is about to expire or is otherwise not fit to administer.

F. Nurses will administer the medications per a standing order written and reviewed annually by the ACPS School Health Medical Consultant.

Established: June 11, 2015
Revised: June 21, 2018

Public Law 93-113 § 504.

Cross Refs.: EBBA First Aid/CPR and AED Certified Personnel
IGBA Programs for Students with Disabilities
JB Equal Educational Opportunities/Non-Discrimination
JBA Section 504 Non-Discrimination Policy and Hearing Procedures
JFC-R Standards of Student Conduct
JFCF Drugs in Schools
JGDA Disciplining Students with Disabilities
JHCD Administration of Medications to Students
JHCE Recommendation of Medication by School Personnel
JO Student Records

Additional Resources:

Alexandria City Public Schools

AUTHORIZATION TO ADMINISTER MEDICATIONS

One medication per form

**PART I  Demographics**

<table>
<thead>
<tr>
<th>Student Name (Last, First, Middle)</th>
<th>Date of Birth</th>
</tr>
</thead>
<tbody>
<tr>
<td>School</td>
<td>School Year</td>
</tr>
</tbody>
</table>

**PART II  Prescription and/or Non-prescription (OTC) Medication**

- to be completed by LICENSED PRESCRIBER

<table>
<thead>
<tr>
<th>Diagnosis</th>
<th>ICD-10 Code</th>
<th>Reason for medication</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medication</td>
<td></td>
<td>Other medications currently being taken:</td>
</tr>
<tr>
<td>Dosage at school</td>
<td>Frequency</td>
<td>Route</td>
</tr>
</tbody>
</table>

If medication is given on an as-needed basis, specify the symptoms or conditions when medication is to be taken and the time interval at which it may be given again:

<table>
<thead>
<tr>
<th>Possible side effects</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Licensed Prescriber’s Printed Name</td>
<td>Daytime Phone</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Licensed Prescriber’s Signature</th>
</tr>
</thead>
</table>

**PART III  Student Carried Non-prescription (OTC) Medication**

- to be completed by PARENT/LEGAL GUARDIAN

*My child is in grade 6-12 and the medication was first given at home with no harmful reactions. My child may self-carry a one dose supply of the below listed medication, for the current school year. (Antibiotics/Antivirals may be given for up to 10 days without a prescriber’s signature, if medication is in the original pharmacy container,)*

<table>
<thead>
<tr>
<th>Medication</th>
<th>Dose</th>
<th>Route</th>
<th>Frequency</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Reason for medication</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Licensed Prescriber’s Printed Name</td>
<td>Daytime Phone</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Licensed Prescriber’s Signature</th>
</tr>
</thead>
</table>

**PART IV  Parent/Legal Guardian Authorization**

- to be completed by PARENT/LEGAL GUARDIAN

*My signature gives permission for the school nurse or principal’s designee to administer medications as listed above. I give permission for the school nurse or the principal’s designee to contact the healthcare provider, if necessary. I also agree to pick up unused medication at the end of the school year. I understand that medications not picked up by the parent/guardian will be discarded at the end of the school year. I have read the reverse side of this form and assume responsibility as required.*

<table>
<thead>
<tr>
<th>Parent/Legal Guardian Printed Name</th>
<th>Date</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Parent/Legal Guardian Signature</th>
<th>Date</th>
</tr>
</thead>
</table>

**PART V  TO BE COMPLETED BY THE SCHOOL NURSE OR PRINCIPAL’S DESIGNEE**

*I have received this form with all pertinent parts completed and signed. (Part II may be written on a Prescriber’s stationary or prescription pad and attached to this form.) I have received the medication in the original pharmacy container. I have reviewed all the information and medication may be administered per the ACPS policy.*

<table>
<thead>
<tr>
<th>School Nurse or Principal’s Designee’s Printed Name</th>
<th>Date</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>School Nurse or Principal’s Designee’s Signature</th>
<th>Date</th>
</tr>
</thead>
</table>
**Alexandria City Public Schools**

**AUTHORIZATION TO ADMINISTER MEDICATIONS**

**Parent/Legal Guardian Information**

Prescription, non-prescription, and over-the-counter (OTC) medications shall be administered to students in ACPS when medication is required during the school day or at school activities in order to maintain a student’s health, support student learning, or intervene in a medical emergency. The goal of ACPS is to administer medications safely. Your help is needed to achieve this goal.

All medications: Prescription, Non-Prescription, and Over-the-Counter, given by the School Nurse or the Principal’s Designee must have:

- a written order from a licensed prescriber
- written authorization from the parent
- parent permission to exchange information with the prescriber

**Students in Grade 6 – 12 may self-carry** and administer one dose of OTC medication during the school day with parent/legal guardian authorization as indicated on the Authorization to Administer Medication Form.

Please arrange to give all medications at home whenever possible. However, if your child needs medications at school, follow these instructions:

1. Provide a completed Authorization to Administer Medication Form, one per medication. A new form is required at the start of the school year and each time there is a change in the dosage or time at which a medication is to be taken.
   a. A separate Virginia Asthma Action Plan, a FARE Food Allergy & Anaphylaxis Emergency Care Plan, a Virginia Diabetic Medical Management Plan, and an Epilepsy Foundation Seizure Action Plan are required for students with asthma, allergies, diabetes mellitus, or seizures.
   b. Antibiotics/Antivirals may be given for 10 school days without a prescriber’s signature if the medication is in the original pharmacy container.
2. Provide the medication in the original container. All prescription medication must come in the original pharmacy container and labeled with the following information: Child’s name, medication’s name, prescriber’s name, dose/amount to be given, time to be given – specify hour or activity (E.g. 12 noon, after lunch, before P.E.), and current expiration date.
   a. When medication is prescribed for both home and school use, ask the pharmacist for two labeled containers, one for home and one for school use.
   b. Non-prescription medication must come in the original container with original label, a current expiration date, and the child’s name written on the container.
   c. Due to the potential hazards of a student carrying medications, the parent/legal guardian must transport medications to and from school and deliver to the School Nurse or the Principal’s Designee.
   d. Any communications involving medication changes must be done in writing. For immediate changes in medications, the School Nurse may be informed with a personal phone call from the prescriber describing the change. However, a written order must be received within three days. Failure of the parent/legal guardian to effectively communicate changes in medication instructions removes the School Nurse or the Principal’s Designee from responsibility.
3. Medication will be administered no more than 30 minutes before or after the prescribed time.
4. Medications kept at school will be stored in a locked area of the health office accessible only to authorized school personnel.
5. When medication must be administered during a field trip or other off-campus school activity, the medication shall be transported by the Principal’s designee who has been trained in a VDOE course on medication administration. The medication shall be transported in a container/envelop labeled by the School Nurse with medication name, dose, route, and time, containing the appropriate amount of medications needed for the event.
6. Unused medication must be picked up at the school by the parent/legal guardian within one week of the expiration date of order or by the last day of the school year. Medication left in the clinic beyond that time will be destroyed.