

Policy #: 516
Title: STUDENT MEDICATION
Date of Initial Approval: 11-12-2015
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Reviewers: MSA Director of Health Services

I. PURPOSE

The purpose of this policy is to establish the guidelines for medication administration at the Minnesota State Academies (MSA).

II. GENERAL STATEMENT OF POLICY

MSA acknowledges that some students may require medication while attending school or staying in the dormitories at MSA. MSA's licensed nurses or trained staff will administer medications in accordance with law and MSA procedures.

III. REQUIREMENTS

A. DOCTOR'S ORDERS

A written doctor's order is required for all medications. In addition, doctor's orders are required when a medication is discontinued or the dose is changed. The doctor's order must include the date, name of medication, dose, route, times to be given, and a physician's signature. Medication orders are good for one year. The term "medication" is not limited to prescription medication, but includes over-the-counter drugs (excluding those on MSA's "Over-the-Counter Medication" form).

The health clinics supply some over-the-counter medications as listed on the "Over-the-Counter Standing Medication" form. The medications supplied by MSA are given per standing health clinic orders which are reviewed and signed by a local physician annually. The over-the-counter medications listed on the "Over-the-Counter Standing Medication" form may be administered as needed only if the parent or guardian has signed the "Over-the-Counter Standing Medication" form.

B. MEDICATION SUPPLY

When possible, all medications should be brought to the health clinics by the parent/guardian. When this is not possible, parents must notify the Director of Health Services that medication is coming with the student and where it can be found (suitcase, backpack, etc.).

Medication must be sent in the original pharmacy-labeled container and the name, medication, dose and frequency must match the written physician order on file for the medication.

Parents are responsible for ensuring there is a supply of medication for their student. Health clinic staff will assist with the refill process as needed (such as notifying parent when refill is needed - as arranged between health clinic staff and parent). In special situations, a prescription can be refilled at a local pharmacy and nursing staff will pick up the medication (if arranged by parents/guardians). If a student should be receiving medication and there is no supply, nursing staff may determine that it is not safe for

the student to remain at school and the student will be sent home until the medication is available.

C. MEDICATION STORAGE

ALL medication must be kept in the Health Clinic except in special circumstances as authorized by the health clinic staff. Students may not self-administer medication without a specific doctor's order to do so, or unless authorized by health clinic staff.

Asthma medications: Drugs or medicines that are prescription asthma or reactive airway disease medications can be self-carried and self-administered by a student with an asthma inhaler if:

- 1) MSA has received a written authorization from the student's parent/guardian permitting the student to self-administer the medication;
- 2) the inhaler is properly labeled for that student; and
- 3) the parent/guardian has not requested school personnel to administer the medication to the student.

The parent/guardian must submit written authorization for the student to self-administer the medication each school year. The student's parent/guardian must submit written verification from the prescribing professional which documents that an assessment of the student's knowledge and skills to safely possess and use an asthma inhaler in a school setting has been completed. Otherwise, the school nurse may evaluate the student and validate and document that the student has the knowledge and skills to self-administer the inhaler.

Epinephrine Auto Injectors: At the start of each school year or at the time a student enrolls in school, whichever is first, a student's parent/guardian, school staff, including those responsible for student health care, and the prescribing medical professional must develop and implement an individualized written health plan for students who are prescribed epinephrine auto-injectors that enables the student to:

- 1) possess epinephrine auto-injectors; or
- 2) if the parent and prescribing medical professional determine the student is unable to possess the epinephrine, have immediate access to epinephrine auto-injectors in close proximity to the student at all times during the instructional day.

The plan must designate the school staff responsible for implementing the student's health plan, including recognizing anaphylaxis and administering epinephrine auto-injectors when required, consistent with state law.

MSA may obtain and possess epinephrine auto-injectors to be maintained and administered by school personnel to a student or other individual if, in good faith, it is determined that person is experiencing anaphylaxis regardless of whether the student or other individual has a prescription for an epinephrine auto-injector. MSA has a limited supply of epinephrine auto-injectors which may be administered per standing orders and per the epinephrine auto-injectors procedure.

Students who are found to be in possession of any medication, either prescription or over-the-counter which has not been authorized for self-carry, may be subject to discipline, including possible suspension.

Students residing in the Academy Plus house at MSAB who have completed the “Self Medication Assessment” protocol may self-administer their medications with supervision following the Academy Plus guidelines.

D. PHYSICIAN CONTACT

All contact with parents/guardians or physicians regarding medication is to originate with the health clinic. Staff may contact the clinic and discuss concerns in regard to medications at any time. The school nurse may request further information about a prescription, if needed, prior to administration of the substance.

E. MEDICATION ADMINISTRATION

All medication will be administered by licensed nurses or a delegated trained school employee (i.e.; during athletic events, field trips etc.). Staff who are delegated to administer medication must have completed the medication training which is held annually and/or as needed. The training will be conducted by a Registered Nurse. After administration of medication, delegated staff are to complete and sign the medication administration labels and return completed labels to the health clinic. Delegated staff must personally pick up, administer, and return medication, labels, and medical plans from the health clinics.

F. CONTROLLED SUBSTANCES

The preferred method of receiving medications which are controlled substances is to have the parent/guardian deliver the medication directly to the nurse in the health clinic. Because MSA is a residential facility, we understand that is not always possible. If medication is sent with a student, the medication must be put in an envelope, the envelope sealed, parent’s/guardian’s signature written across the seal, and a note written on the envelope stating how many tablets are being sent. Parents/guardians should call the health clinic and inform nursing staff that the medication was sent with the student. Students should be instructed to deliver all medication directly to the clinic as they arrive on campus.

Legal References:

- Minn. Stat. § 13.32 (Student Health Data)*
- Minn. Stat. § 121A.22 (Administration of Drugs and Medicine)*
- Minn. Stat. § 121A.221 (Possession and Use of Asthma Inhalers by Asthmatic Students)*
- Minn. Stat. § 121A.2205 (Possession and Use of Epinephrine Auto-Injectors; Model Policy)*
- Minn. Stat. § 121A.2207 (Life-Threatening Allergies in Schools; Stock Supply of Epinephrine Auto-Injectors)*
- Minn. Stat. § 151.212 (Label of Prescription Drug Containers)*
- 20 U.S.C. § 1400 et seq. (Individuals with Disabilities Education Improvement Act of 2004)*
- 29 U.S.C. § 794 et seq. (Rehabilitation Act of 1973, § 504)*

Cross References:

- MSBA/MASA Model Policy 516 (Medication Policy)*
- Minnesota Guidelines for Medication Administration in Schools*