

### ADMINISTERING MEDICATION

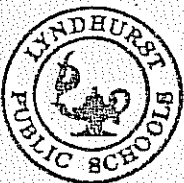
The board shall not be responsible for the diagnosis and treatment of pupil illness. The administration of prescribed medication to a pupil during school hours will be permitted only when failure to take such medicine would jeopardize the health of the pupil, or the pupil would not be able to attend school if the medicine were not made available to him/her during school hours. For purposes of this policy, "medication" shall include all medicines prescribed by a physician for the particular pupil, including emergency medication in the event of bee stings, etc.

Before any medication may be administered to or by any pupil during school hours, the board shall require the written request of the parent/guardian which shall give permission for such administration and relieve the board and its employees of liability for administration of medication. In addition, the board requires the written order of the prescribing physician which shall include:

- A. The purpose of the medication;
- B. The dosage;
- C. The time at which or the special circumstances under which medication shall be administered;
- D. The length of time for which medication is prescribed;
- E. The possible side effects of the medication.

Both documents shall be kept on file in the office of the school nurse.

The district medical inspector shall develop procedures for the administration of medication which provide that:



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- A. All medications whether prescribed or across the counter shall be administered by the school nurse, the parent/guardian or the pupil himself/herself where the parent/guardian so permits and the school nurse is present;
- B. Medications shall be securely stored and kept in the original labeled container;
- C. The school nurse shall maintain a record of the name of the pupil to whom medication may be administered, the prescribing physician, the dosage and timing of medication and a notation of each instance of administration;
- D. All medications shall be brought to school by the parent/guardian or adult pupil and shall be picked up at the end of the school year or the end of the period of medication, whichever is earlier.
- E. A student may self-administer medication for asthma or other life-threatening illnesses

#### Pupil Self-Administration of Medication

The board shall permit self-administration of medication for asthma or other potentially life-threatening illnesses by pupils, both on school premises during regular school hours and off-site or after regular school hours when a pupil is participating in field trips or extra-curricular activities.

Parents/guardians of the pupil must meet the following conditions:

- A. Provide the board with written authorization for the pupil's self-administration of medication;
- B. Provide written certification from the pupil's physician that the pupil has asthma or another potentially life-threatening illness and is capable of and has been instructed in the proper method of self-administration of medication;

C. Sign a statement acknowledging that the district shall incur no liability as a result of any injury arising from the self-administration of medication by the pupil and that the parents/guardians shall indemnify and hold harmless the district and its employees or agents against any claims arising out of the self-administration of medication by the pupil.

The board shall:

A. Inform the pupil and his/her parents/guardians that permission is effective for the school year for which it is granted and must be renewed for each subsequent school year upon fulfillment of requirements listed above:

B. Inform parents/guardians in writing that the district and its employees or agents shall incur no liability as a result of any injury arising from the self-administration of medication.

#### Implementation

The chief school administrator shall prepare and the board shall adopt regulations on all aspects of the administration of medication. The district medical inspector and school health services staff shall be involved in development of these regulations.

Date: December 11, 1995

Revised: May 13, 1996

Revised: February 13, 2008

#### Legal References:

<u>N.J.S.A.</u> 18A:11-1	General mandatory powers and duties
<u>N.J.S.A.</u> 18A:40-1	Employment of medical inspectors, optometrists and nurses; salaries; terms; rules
<u>N.J.S.A.</u> 18A:40-3.2 et seq.	Medical and Nursing Personnel
<u>N.J.S.A.</u> 18A:40-4	Examination for physical defects and screening of hearing of pupils
<u>N.J.S.A.</u> 18A:40-7	Exclusion of pupils who are ill
<u>N.J.S.A.</u> 18A:40-12.3 through -12.4	Self-administration of medication by pupil; conditions
<u>N.J.S.A.</u> 18A:40-12.5	Policy for emergency administration of epinephrine to public school pupils
<u>N.J.S.A.</u> 18A:40-12.6	Administration of epinephrine; primary responsibility; parental consent
<u>N.J.S.A.</u> 18A:40-12.7	Nebulizer
<u>N.J.S.A.</u> 18A:40-12.8	Administration of asthma medication by school nurse through nebulizer; training; pupil asthma treatment plan
<u>N.J.S.A.</u> 18A:54-20	Powers of board (county vocational schools)
<u>N.J.S.A.</u> 45:11-23	Definitions
<u>N.J.A.C.</u> 6A:16-1.10	

Legal References: (Count.)

See particularly:

N.J.A.C. 6A:16-1.3,  
-1.4(a), -2.1, -2.2, -2.3,  
-2.4

Bernards Township Education Association v. Bernards Township Board of Education,  
1981 S.L.D. (9/29/81), aff'd State Board, 1982 S.L.D. 4/7/82, aff'd App. Div.,  
unpublished opinion (A-4211-81T3, 5/18/83)

Communications Workers of America, Local 1033, On behalf of Karen Norton,  
Barbara Woolston, Mary Ellen Schoen et al. v. New Jersey State Department of  
Education, Marie H. Katzenbach School for the Deaf, State Board Docket #52-91

Policy Advisory #1 on N.J.S.A. 18A:40-12.3 et seq. Self-Administration of Medication  
By a Pupil, New Jersey State Department of Education, June 5, 1995

Protocol and Implementation Plan for the Emergency Administration of Epinephrine  
by a Delegate Trained by the School Nurse, New Jersey State Department of  
Education, October, 1998

P.L. 2007, c. 57 amends N.J.S.A. 18A:40-12 to encourage recruitment and training of additional school employees to administer epinephrine and the placement of a pupil's prescribed epinephrine in a secure but unlocked location easily accessible by the school nurse and designees to ensure prompt availability in the event of an allergic emergency at school or at a school-sponsored function.

Possible

Cross References: \*5131.6 Drugs, alcohol, tobacco (substance abuse)  
\*5141 Health  
\*5141.1 Accidents  
\*5141.2 Illness  
\*5141.3 Health examinations and immunizations.  
\*6153 Field trips

\*Indicates policy is included in the Critical Policy Reference Manual.

### ADMINISTERING MEDICATION

The following regulation covers the administration of medications in the schools. The certified school nurse or the child's parent/guardian are the only ones allowed under state regulations to administer medications to pupils. The certified school nurse has the following responsibilities:

- A. Obtaining a written order from a licensed physician containing the name of the child, generic name of the drug, dosage, time scheduling for administration and the diagnosis of the condition for which a medication has been prescribed and any adverse reactions.
- B. Obtaining a written statement from the parent/guardian requesting that school nurse assist the pupil in taking his/her medication at the appropriate times as prescribed by the physician.
- C. Assuming responsibility for the supervision and maintenance of records of all medications given during school hours with the exception of self medication.
- D. Instructing parents/guardians to bring only the amount of medication that will be needed in the original container, clearly marked.
- E. Maintaining information on the actions and adverse reactions of each medication being given in the school and supplied to the child's classroom teacher(s).
- F. Seeing that medications are kept out of the reach of all children.
- G. Informing classroom teachers what changes in the child's behavior or appearance should be reported back to the nurse.
- H. Reviewing medication orders so that they are kept up to date.

The principal is responsible in seeing that the above regulations are implemented. It is also the responsibility of the principal to follow the procedures detailed below, as the need arises.



A. Confer with each other to rearrange the nurses' schedules to best meet the needs of the pupils taking medication. Each certified nurse is responsible for administering medication in the schools to which they are assigned. When a nurse is absent, the nurse in attendance becomes responsible for administering medication of the district's schools.

B. Attempt to secure the services of a substitute nurse on days when nurses are absent. In the event that the services of a substitute nurse cannot be secured, the principal(s) will call the parents/guardians of pupils scheduled to take medication during school hours so that alternative arrangements can be made for the administration of medication. Parents/guardians should be encouraged to administer the medication and not to keep their children home.

**ADMINISTERING MEDICATION**  
**PUPIL SELF-MEDICATION**

Before any pupil shall be authorized to carry and/or use an inhaler or epi pen on school premises or at school functions off school property, there must be filed by the parent/guardian with the school principal the following:

A. A certification of a duly licensed physician that the pupil suffers from a potentially life threatening condition which requires immediate use of an inhaler or epi pen. The physician shall also certify that the patient is trained in the use of the inhaler or epi pen and is capable administration of the medication.

B. The parent/guardian must provide an additional inhaler or epi pen, identical to the one which the pupil is authorized to carry, which shall be retained by the certified school nurse.

C. The parent/guardian of any such child shall make a written request of the school district for permission to have the child carry and use an inhaler or epi pen. Said request shall also include a statement in form and substance acceptable to the board which shall release, indemnify and hold harmless the board against any and all liability for damage or injury arising out of the board approval of the request.

D. Sign a statement acknowledging that the district shall incur no liability as a result of any injury arising from the self-administration of medication by the pupil and that the parents/guardians shall indemnify and hold harmless the district and its employees or agents against any claims arising out of the self-administration of medication by the pupil.

The board shall:

A. Inform the pupil and his/her parents/guardians that permission is effective for the school year for which it is granted and must be renewed for each subsequent school year upon fulfillment of requirements listed above.

B. Inform parents/guardians in writing that the district and its employees or agents shall incur no liability as a result of any injury arising from the self-administration of medication.

#### Implementation

The chief school administrator shall prepare and the board shall adopt regulations on all aspects of the administration of medication. The district medical inspector and school health services staff shall be involved in development of these regulations.

Approved - 9/8/97 Board Meeting.

Revised: December 12, 1997