

Bartlett City Board of Education		6011
Descriptor Term: STUDENT MEDICINES	Descriptor Code: Student Services	Issue Date: 06/23/2014
	Rescinds:	Revised: 04/25/2019

1 If under exceptional circumstances a child is required to take non-prescription or prescription
2 medication during school hours and the parent cannot be at school to administer the medication,
3 only the school nurse, the Principal, or the Principal's designee will assist the student in self-
4 administering the medication in compliance with the following guidelines: ¹

- 5 1. The student must be competent to self-administer the medication with assistance;
- 6 2. The parent or guardian must give written permission for school staff to assist with self-
7 administration of medication; and
- 8 3. A written physician's order and authorization signed by the parent will be required and will
9 include:
 - 10 1. Child's name;
 - 11 2. Parent or guardian's name and phone number;
 - 12 3. Name of medication and reason for administration;
 - 13 4. Name of physician;
 - 14 5. Time medication is to be self-administered;
 - 15 6. Dosage and directions for self-administration (prescription medicines must be in the
16 original container with prescribing information; and non-prescription medicines must
17 be in the original container with label direction and student's name);
 - 18 7. Possible side effects, if known; and
 - 19 8. Termination date for self-administration of the medication.

20 Students may not possess, store, or transport any medication unless the student is doing so in
21 accordance with an established Individual Health Plan (IHP). The medication must be delivered
22 to the Nurse's office in person by the parent or guardian of the student unless the physician
23 advises that the medication must be retained by the student for immediate self-administration
24 to treat a life-threatening condition. (i.e. students with asthma). Alternative, holistic, or
25 homeopathic medications will not be administered by any school personnel.

26 In the case of necessary self-administration, the nurse/designee will:

- 27 1. Inform appropriate school personnel of the medication to be self-administered;
- 28 2. Keep physician's order and consent from parent in student's record;
- 29 3. Keep an accurate record of the self-administration of the medication;
- 30 4. Keep all medication in a locked cabinet except medication retained by a student per
31 physician's order;
- 32 5. Return unused prescription to the parent or guardian only; and
- 33 6. Ensure that all guidelines developed by the Department of Health and the
34 Department of Education are followed.

35 The parent or guardian is responsible for informing the designated official of any change in the
36 student's health or change in medication.

¹ T.C.A. §49-5-415

1 A copy of this policy will be provided to a parent or guardian upon receipt of a request for long-
2 term administration of medication.

3 The school nurse shall be responsible for updating and maintaining each IHP, including required
4 parent/guardian signatures authorizing administration of medication at school.

5 **STUDENTS WITH DIABETES**

6 Each student diagnosed with diabetes shall have an Individual Health Plan (IHP). Upon written
7 request of a parent or guardian, and if included in the student's medical management plan and in
8 the IHP, a student with diabetes shall be permitted to perform a blood glucose check or
9 administer insulin using any necessary diabetes monitoring and treatment supplies, including
10 sharps. The student shall be permitted to perform the testing in any area of the school or school
11 grounds at any time necessary as ordered by a physician and in keeping with the guidelines set
12 forth by the Tennessee Occupational Safety and Health Administration (TOSHA).

13 Sharps shall be stored in a secure, but accessible location, including the student's person, until
14 use of such sharps is appropriate.

15 Use and disposal of sharps shall be in compliance with the guidelines set forth by the Tennessee
16 Occupational Safety and Health Administration (TOSHA).²

17 **Guidelines**

18 In addition to the requirements of each IHP for the care of students with diabetes, the District shall
19 adhere to the following guidelines and training requirements:

- 20 1. Maintain on file physicians' orders and parent/guardian permission and instructions for any
21 medication to be administered at school;
- 22 2. Complete and maintain volunteer personnel training as described below and in accordance
23 with the *Guidelines for Use of Health Care Professionals and Health Care Procedures in a*
24 *School Setting*;
- 25 3. Assess competency and independent skill in blood glucose monitoring by the student
26 and/or trained personnel;
- 27 4. Provide the most appropriate setting for glucose monitoring as determined by the school
28 principal, school nurse, the student, the parent/guardian, and the student's health care
29 provider.
- 30 5. Permit students with diabetes unrestricted access to necessary food, water, and bathroom
31 facilities on schedule and as needed.
- 32 6. School meals shall not be withheld due to inability to pay. Meal charges shall be billed and
33 collected in accordance with Board policy.

34 **ANTI-SEIZURE MEDICATIONS**

35 School personnel, who volunteer, under no duress or pressure and who have been properly trained
36 by a registered nurse may administer anti-seizure medications, including glucagon, epinephrine,
37 and diazepam gel, to a student in an emergency situation if such medication is provided for by the
38 student's Individual Health Plan. Training provided to volunteer school personnel shall be in
39 accordance with the *Guidelines for Use of Health Care Professionals and Health Care Procedures*
40 *in a School Setting* and shall evaluate the competencies necessary to administer anti-seizure
41 medications. All volunteers trained to administer anti-seizure medications shall also be trained in
42 cardiopulmonary resuscitation (CPR) If a school nurse or licensed health care professional is
43 immediately available, then such nurse or health care professional shall administer anti-seizure

² T.C.A. §49-5-415(d)(7)

1 medications. When a school nurse or health care professional is not immediately available, a
2 trained volunteer may administer anti-seizure medication.

3 Prior to administration of an anti-seizure medication to a student by a school nurse or volunteer
4 school personnel in an emergency situation, the parent or guardian shall provide written
5 authorization to administer the medication at school. The request shall include:

- 6 1. Written authorization to administer the medication at school;
- 7 2. A written statement from the student's health care practitioner containing the student's
8 name, name and purpose of the medication, the prescribed dosage, the route of
9 administration, the frequency that the medication may be administered, and the
10 circumstances under which the medication may be administered; and
- 11 3. Prior to its date of expiration, the prescribed medication to the school in its unopened,
12 sealed package, with the intact label affixed by the dispensing pharmacy.

13 The written authorization shall be kept on file in the office. Unless rescinded in writing, the
14 authorization shall be effective for the entirety of the school year in which it is granted.

15 The school nurse shall check monthly the expiration date for each anti-seizure medication in
16 possession of the school. At least one (1) month prior to the expiration date of each medication,
17 the school nurse or principal shall inform the parent or guardian of the expiration date.

18 A student's parent or guardian who has given the school written authorization to administer anti-
19 seizure medication shall, in accordance with the student's IHP, notify the principal or school nurse
20 if anti-seizure medication or prescription over-the-counter medicines are administered to the
21 student at a time at which the student is not present at school. The student's IHP shall set forth
22 with specificity the requirements of reporting administration of medication and for the dissemination
23 of such information to volunteer school personnel trained to administer anti-seizure medication.
24 The notification shall be given after administration of medication before or at the beginning of the
25 next school day in which the student is in attendance.

26 **STUDENTS WITH PANCREATIC INSUFFICIENCY OR CYSTIC FIBROSIS**

27 The parent or legal guardian of a student diagnosed with pancreatic insufficiency or cystic fibrosis
28 shall notify the District of the student's diagnosis. Once notified, an IHP shall be developed by a
29 registered nurse in collaboration with the family, student, student's healthcare providers, and
30 school personnel for the management of pancreatic insufficiency or cystic fibrosis while in school,
31 participating in school-sponsored activities, and in transit to or from school or school-sponsored
32 activities. The IHP shall be child-specific and shall address or include:

- 33 1. A written format for nursing assessment that includes health status, risks, concerns, and
34 strengths;
- 35 2. Nursing diagnoses;
- 36 3. Interventions;
- 37 4. Delegation;
- 38 5. Training;
- 39 6. Expected outcomes; and
- 40 7. Goals to:
 - 41 A. Meet the healthcare needs of a student with pancreatic insufficiency or cystic fibrosis;
 - 42 and
 - 43 B. Protect the safety of all students from the misuse or abuse of medication.

1 With written authorization from the healthcare provider and parent, a student with pancreatic
2 insufficiency or cystic fibrosis shall be allowed to carry and self-administer pancreatic enzymes.

3 **STUDENTS WITH ADRENAL INSUFFICIENCY**

4 The parent or legal guardian of a student diagnosed with adrenal insufficiency shall notify the
5 District of the student's diagnosis and shall provide the school with medication prescribed by the
6 student's licensed health care provider. Once notified, the District shall train necessary school
7 personnel who will be responsible for administering medication for the treatment of adrenal crisis.
8 Such training shall be conducted under the supervision of a physician or nurse practitioner or by
9 any other health care professional licensed by state law under the supervision of a physician or
10 nurse practitioner. The training shall include, at a minimum, the following:

- 11 1. General information about adrenal insufficiency and the dangers associated with adrenal
12 insufficiency;
- 13 2. Recognition of the symptoms of a person who is experiencing an adrenal crisis;
- 14 3. The types of medications that are available for treating adrenal insufficiency; and
- 15 4. Proper administration of medications that treat adrenal insufficiency.

16 The District shall annually offer training to employees who volunteer to be responsible for the
17 administration of the medication for the treatment of adrenal crisis. If a student is suffering from
18 an adrenal crisis, a school nurse or other licensed health care professional may administer the
19 prescribed medication to the student. When a school nurse or health care professional is not
20 immediately available, properly trained school personnel may administer the prescribed
21 medication in an emergency situation. School personnel that are not health care professionals
22 shall not administer adrenal insufficiency medications unless they have received appropriate
23 training.

24 The District shall maintain a record of all school personnel who have completed adrenal
25 insufficiency training.