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### **Revised Policy - Volume 35, No. 2 - July 2023**

#### **5330 - USE OF MEDICATION**

The Board of Managers shall not be responsible for the diagnosis and treatment of student illness. The administration of prescribed medication and/or medically-prescribed treatments to a student during school hours ~~will~~ shall be permitted only when failure to do so would jeopardize the health of the student, the student would not be able to attend school if the medication or treatment were not made available during school hours, or the child has a disability and requires medication to benefit from his/her educational program.

For purposes of this policy, "medication" shall include all medicines, including those prescribed by a physician and any nonprescribed (over-the-counter) drugs, preparations, and/or remedies. "Treatment" refers both to the manner in which a medication is administered and to health-care procedures which require special training, such as catheterization or intravenous or intramuscular injection.

#### **Prescription Medication**

Before any prescribed medication or treatment may be administered to any student during school hours, the Board shall require the written prescription from the child's physician accompanied by the written authorization of the parent (see Form 5330 F1). This document shall be kept on file in the office of the \_\_\_\_\_nurse\_\_\_\_\_, and made available to the persons authorized to administer the medication or treatment. The prescription must be in its original container and labeled with the student's name and the exact dosage.

At no time is the school to administer a dosage other than that authorized by the physician's prescription ( **x** ) unless the prescribed dosage exceeds the permissible dosage for such medication, in which case ( **x** ) the maximum permissible dosage ~~will~~ shall be administered ( **x** ) the parent ~~will~~ shall be contacted to come to school to administer a dosage greater than the maximum permissible dosage.

[ **x** ] Both the physician and the parent also must authorize any self-medication by the student. In addition, the physician's statement authorizing self-medication must include the information set forth in Policy 5330.01 - Self-Administered Medication.

#### **Non-prescription (Over-the-Counter) Medications**

The Board requires the prior written consent of the parent before any nonprescribed medication or treatment may be administered (see Form 5330 F1a and Form 5330 F1b). These documents shall be kept in the office of the \_\_\_\_\_nurse\_\_\_\_\_office\_\_\_\_\_. Except in the case of authorized self-medication, all forms of medication shall be administered by the Cooperative in accordance with the Director's guidelines.

A student may possess and use a topical, non-aerosol sunscreen product while on Cooperative property or at a Cooperative sponsored event or activity without being required to:

- A. have a physician's note or prescription; or
- B. store the topical, non-aerosol sunscreen product in a specific location

if the product is regulated by the U.S. Food and Drug Administration for over-the-counter use for the purpose of limiting ultraviolet light-induced skin damage.

**~~{OPTIONS—Choose one of the following options}:~~**

**~~[ x ]~~** Cooperative personnel shall not assist a student in applying a topical, non-aerosol sunscreen product unless required by law.

**~~[ ]~~** Cooperative personnel may but are not required to assist a student in applying a topical, non-aerosol sunscreen product if the school has written permission from the student's parent or guardian.

**~~{END OF OPTIONS}~~**

**Emergency Medication**

Pursuant to I.C. 20-34-4.5-0.2, "emergency medication" includes:

- A. Albuterol;
- B. Epinephrine and
- C. Naloxone.

**[x ]** Additionally, the Board authorizes students to maintain at school other emergency medications that have the same use as Albuterol (i.e., other inhaled medications to treat asthma and similar conditions), Epinephrine (i.e., other medications used to treat allergic reactions), or Naloxone (i.e., other overdose administration drugs).

Students who may require administration of an emergency medication may have such medication stored in the ~~nurses—office~~ office and administered in accordance with this policy. However, if authorization (Form 5330 F3) for self-medication has been provided by the parent and physician that complies with the requirements of Policy 5330.01 - Self-Administered Medication, then the student may retain possession of the self-administered medications.

**~~Emergency Stock Medication~~**

Pursuant to I.C. 20-34-4.5-0.4, "emergency stock medication" means emergency medication to which both of the following apply:

- / The prescription for the emergency medication is filled by a school in the Cooperative; and
- [ The emergency medication is stored at a school in the Cooperative pursuant to one of the options below.

**~~{OPTION}~~**

**~~[ ] School Prescription for Albuterol/Administration of Albuterol by School Nurse~~**

A school in the Cooperative may fill a prescription for Albuterol and store the Albuterol in that school if a health care provider who is licensed in Indiana and whose scope of practice includes the prescribing of medication writes the prescription for Albuterol for the school. The school shall store the Albuterol in a safe location in which only school employees have access.

A school nurse may administer Albuterol obtained via a prescription written for the school by a health care provider who is licensed in Indiana and whose scope of practice includes the prescribing of medication to any of the following individuals if the individual is demonstrating signs or symptoms of a life-threatening emergency and the individual does not have emergency medication at the school or the individual's prescription is not available:

- / students at the school;
- [ Cooperative employees; and
- ( visitors at the school.

**~~{END OF OPTION}~~**

**~~{OPTION} (NOTE: Do not select this option unless you also selected the preceding option.)~~**

**~~[ ] Administration of Albuterol by Cooperative Employees~~**

Cooperative employees may administer Albuterol obtained via a prescription written for the school by a health care provider who is licensed in Indiana and whose scope of practice includes the prescribing of medication if the following are met:

- / The Cooperative employee has voluntarily received training in:
  - : recognizing a life-threatening emergency;
  - : the proper administration of emergency medication;

by a health care provider who is licensed or certified in Indiana, for whom the administration of emergency medication is within the health care provider's scope of practice, who has received training in the administration of emergency medication, and who is knowledgeable in recognizing the symptoms of a life threatening emergency and the administration of emergency medication.

[ The individual to whom Albuterol is being administered is:

- : a student at the school;
- : a Cooperative employee; or
- : a visitor at the school.

**{END OF OPTION}**

**{OPTION}**

**[x ] School Prescription for Epinephrine/Administration of Epinephrine by School Nurse**

A school in the Cooperative may fill a prescription for auto-injectable epinephrine and store the auto-injectable epinephrine in that school if a health care provider who is licensed in Indiana and whose scope of practice includes the prescribing of medication writes the prescription for auto-injectable epinephrine for the school. The school shall store the auto-injectable epinephrine in a safe location in which only school employees have access. Injectable epinephrine that is filled and used in accordance with this policy must have an expiration date of not less than twelve (12) months from the date that the pharmacy dispenses the injectable epinephrine to the school.

A school nurse may administer auto-injectable epinephrine obtained via a prescription written for the school by a health care provider who is licensed in Indiana and whose scope of practice includes the prescribing of medication to any of the following individuals if the individual is demonstrating signs or symptoms of a life threatening emergency and the individual does not have emergency medication at the school or the individual's prescription is not available:

- / students at the school;
- [ Cooperative employees; and
- ( visitors at the school.

**{END OF OPTION}**

**{OPTION} [NOTE: Do not select this option unless you also selected the preceding option.]**

**[x ] Administration of Epinephrine by Cooperative Employees**

Cooperative employees may administer auto-injectable epinephrine obtained via a prescription written for the school by a health care provider who is licensed in Indiana and whose scope of practice includes the prescribing of medication if the following are met:

/ The Cooperative employee has voluntarily received training in:

- : recognizing a life threatening emergency;
- : the proper administration of emergency medication;

by a health care provider who is licensed or certified in Indiana, for whom the administration of emergency medication is within the health care provider's scope of practice, who has received training in the administration of emergency medication, and who is knowledgeable in recognizing the symptoms of a life threatening emergency and the administration of emergency medication.

[ The individual to whom the epinephrine is being administered is:

- : a student at the school;
- : a Cooperative employee; or
- : a visitor at the school.

**{END OF OPTION}**

**{OPTION}**

**[ ] School Prescription for Naloxone/Administration of Naloxone by School Nurse**

A school in the Cooperative may fill a prescription for Naloxone and store the Naloxone in that school if a health care provider who is licensed in Indiana and whose scope of practice includes the prescribing of medication writes the prescription for Naloxone for the school. The school shall store the Naloxone in a safe location in which only school employees have access.

A school nurse may administer Naloxone obtained via a prescription written for a school in the Cooperative by a health care provider who is licensed in Indiana and whose scope of practice includes the prescribing of medication to any of the following individuals if the individual is demonstrating signs or symptoms of a life threatening emergency and the individual does not have emergency medication at the school or the individual's prescription is not available:

- / students at the school;
- [ Cooperative employees; and
- ( visitors at the school.

and the school nurse is acting in good faith and attempts to summon emergency services either immediately before or immediately after administering the Naloxone.

**{END OF OPTION}**

**{OPTION: } (NOTE: Do not select this option unless you also selected the preceding option.)**

**{ } Administration of Naloxone by Cooperative Employees**

Cooperative employees may administer Naloxone obtained via a prescription written for the school by a health care provider who is licensed in Indiana and whose scope of practice includes the prescribing of medication if the following are met:

- / The Cooperative employee has voluntarily received training in:
  - : recognizing a life threatening emergency;
  - : the proper administration of emergency medication;

by a health care provider who is licensed or certified in Indiana, for whom the administration of emergency medication is within the health care provider's scope of practice, who has received training in the administration of emergency medication, and who is knowledgeable in recognizing the symptoms of a life threatening emergency and the administration of emergency medication.
- [ The individual to whom the Naloxone is being administered is:
  - : a student at the school;
  - : a Cooperative employee; or
  - : a visitor at the school.

and the Cooperative employee is acting in good faith and attempts to summon emergency services either immediately before or immediately after administering the Naloxone.

**{END OF OPTION}**

**{IF YOU SELECT AN OPTION TO STORE AND ADMINISTER NALOXONE, YOU ALSO MUST SELECT THE FOLLOWING OPTION:}**

**{ } The Cooperative must shall:**

- / annually register with either the state department or local health department in the county where the Cooperative is located in a manner prescribed by the state department of health;
- [ provide education and training on drug overdose response and treatment, including the administration of an overdose intervention drug; and
- ( provide drug addiction treatment information and referrals to drug treatment programs, including programs in the local area and programs that offer medication assisted treatment that includes a federal Food and Drug Administration approved long-acting, nonaddictive medication for the treatment of opioid or alcohol dependence.

**{END OF OPTION}**

A school nurse or Cooperative employee shall:

- / make a report when an emergency stock medication is administered; and

~~B. submit the report to the Indiana Department of Education in an electronic format not later than ten (10) school days after the emergency stock medication is administered.~~

### **Returning Medication to the Home**

Medication that is possessed by a school for administration during school hours or at school functions may be released to the student's parent or to an individual who is eighteen (18) years of age or older and who has been designated, in writing, by the student's parent to receive the medication.

A school may send home medication that is possessed by a school for administration during school hours or at school functions with a student only if the student's parent provides written permission for the student to receive the medication.

### **[OPTION]**

#### **[x ] Errors in Administering Medications**

In the event of an error in administering a medication, the individual responsible for administering the medication at the time the error occurred must file the proper incident report (Form 5330F4) as documentation of the error and follow procedures outlined for medication errors.

The correct medication shall be administered to the correct student at the correct time (within thirty [30] minutes before or after the prescribed dose is ordered), in the correct dosage, by the correct method, with accurate documentation. Deviation from this standard constitutes a medication error. A dose that is missed (omitted) for whatever reason is a medication error.

Examples of medication errors include but are not limited to the following:

- / administering the wrong medication;
- f administering the wrong dose of the medication;
- C administering the medication at the wrong time;
- I administering the medication in the wrong way (e.g., ear drops placed in the eye); and
- f administering the medication to the wrong student.

Upon realizing an error has occurred, the individual administering the medication shall notify the school nurse, the individual's immediate supervisor, and Principal. If the individual administering the medication was not the school nurse, the individual administering the medication shall find and accompany the student to a location where the student can be observed by a staff member until the student's health and safety are assured.

[x ] The principal and school nurse shall follow the procedures outlined in the administrative guidelines for medication errors.

A student's refusal to take medication does not constitute a medication error. The refusal shall be documented on the daily medication log, and the parent(s) shall be notified of the refusal.

The principal and school nurse shall review all incident reports at least \_\_\_\_\_ ~~annually, semi-annually, quarterly, etc.]~~ to determine factors that contribute to errors in administering medications and if changes should be made to the procedures for administering medications or the process of responding to errors in administering medications.

### **Other**

No student is allowed to provide or sell any type of medication to another student.

Violations of this rule may be considered violations of Policy 5530 – Drug Prevention and of the Student Code of Conduct/Student Discipline Code.

The Director shall prepare administrative guidelines, as needed, to address the proper implementation of this policy.

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Legal	I.C. 16-42-27
	I.C. 20-33-8-13
	I.C. 20-34-3-18
	I.C. 20-34-3-22

I.C. 20-34-4.5

I.C. 34-30-2-85.6

I.C. 34-30-12

I.C. 34-30-14

511 IAC 7-36-9