

**CRANFORD PUBLIC SCHOOLS
CRANFORD, NEW JERSEY**

POLICY: ADMINISTERING MEDICATION IN SCHOOL

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 medication 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 a particular pupil, including emergency medication in the event of bee stings asthma and allergies and all non-prescription "over the counter" medication.

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 a written order from the prescribing physician which shall include:

1. The purpose and type of the medication;
2. The dosage;
3. The time at which or the special circumstances under which medication shall be administered;
4. The length of time for which medication is prescribed;
5. The possible side effects of the medication.

Both documents shall be kept on file in the office of the school nurse. The physician's order and written request of the parent/guardian must be renewed each school year.

The school medical inspector shall develop procedures for the administration of medication which provides that:

1. All medications whether prescribed or over the counter shall be administered by the school nurse or the pupil himself/herself where the parent/guardian so permits and the school nurse is present; In emergency situations, however, pupils may be permitted to self-administer medication when the nurse or parent/guardian is not present, provided a physician authorizes such self-administration for life-threatening illness only and the physician certifies that the pupil is capable of self-administration, and the parent/guardian release the school district of any and all liability. For purposes of definition, life threatening illness means an illness or condition that requires an immediate response to specific symptoms that if left untreated may lead to loss of life. Self-administrations of medicine shall also apply to pupils who participate in any offsite or after school activity under the same conditions. Self administration of medicine shall include but not be limited to the use of inhalers to treat an asthma attack or the use of epinephrine to treat a potential anaphylactic reaction.
2. Medications shall be securely stored in the medical room in a locked cabinet and kept in the original labeled container;
3. 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;

4. 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.
5. The school nurse shall have the primary responsibility for the administration of (epi-pen) Epinephrine. When the school nurse is not present, the school nurse in consultation with the Chief School Administrator or designee will designate a properly trained employee in each school to administer epinephrine via a pre-filled single dose auto-injector mechanism (epi-pen) containing epinephrine to a pupil for anaphylaxis. The pupil's parent/legal guardian must consent, in writing, to the designated person. The parent/legal guardian must be informed in writing that if the specified procedures are followed the school has no liability from the proper administration of the epi-pen and the parent/legal guardian will sign a statement that shall indemnify and hold the Cranford Board of Education and its employees harmless against any claims arising from the epi-pen administration. The permission for the emergency administration of the epinephrine via epi-pen to pupils for anaphylaxis is effective for the school year in which it is granted and must be renewed for each subsequent year.

Mandated:

N.J.S.A. 18A:40-12.5 through -12.6 require policy for the administration of epinephrine via epi-pen for pupil anaphylaxis.

N.J.S.A. 18A:40-12.8 requires the adoption of administrative code by the State Board that would require board policy on the administration of asthma medication through the use of a nebulizer by the school nurse or other designee.

N.J.A.C. 6A:16-1.4(a) 6 and 7 require policy on aspects of administration of medication.

N.J.A.C. 6A:16-2.1(a) 2 requires written policy, procedures and mechanisms for the provision of health, safety and medical emergency services and ensure staff are informed regarding the administration of medication to students at school by authorized individuals.

N.J.A.C. 6A:16-2.1(a) 5 incorporates the statutory requirement in 18A:40-12.8. Boards shall develop policies for the treatment of asthma in the school setting, requiring that each school nurse be authorized to administer medication through the use of a nebulizer; be trained in airway management and the use of the nebulizer; and that each student authorized to use asthma medication have an Asthma Action Plan (AAP).

Other Reasons:

Bernards Township commissioner decision declared only school nurses could administer medication. **Communications Workers of America** state board decision declares registered nurse can also administer medication. **N.J.A.C.** 18A:40-12, as amended by P.L. 2007, c. 57, requires the school nurse to recruit and train additional school employees as "volunteer designees" to administer epinephrine for anaphylaxis when the nurse is not physically present.

N.J.S.A. 18A:40-12.3 requires the board to permit pupil self-administration of medication for asthma or other potentially life-threatening illnesses.

In June 1995 the State Department of Education Division of Student Services issued Policy Advisory #1, which included a definition of "life-threatening illness" developed in consultation with the State Department of Health and the New Jersey Chapter of the American Academy of Pediatrics. It also included a recommendation that district policy allowing self-medication should contain a statement that the privilege may be revoked if the pupil has failed to comply with policy conditions and tenets of the agreement to self-medicate.

Legal References:

N.J.S.A. 18A:11-1 General mandatory powers and duties

N.J.S.A. 18A:40-1 Employment of medical inspectors, optometrists and nurses; salaries; terms; rules

N.J.S.A. 18A:40-3.2 et seq. Medical and Nursing Personnel

N.J.S.A. 18A:40-4 Examination for physical defects and screening of hearing of pupils

N.J.S.A. 18A:40-7 Exclusion of pupils who are ill

N.J.S.A. 18A:40-12.3 Self-administration of medication by pupil; conditions through -12.4

N.J.S.A. 18A:40-12.5 Policy for emergency administration of epinephrine to public school pupils

N.J.S.A. 18A:40-12.6 Administration of epinephrine; primary responsibility; parental consent

N.J.S.A. 18A:40-12.7 Nebulizer

N.J.S.A. 18A:40-12.8 Administration of asthma medication by school nurse through nebulizer; training; pupil asthma

treatment plan

N.J.S.A. 18A:54-20 Powers of board (county vocational schools)

N.J.S.A. 45:11-23 Definitions

N.J.A.C. 6A:16-1.1 et seq. Programs to Support Student Development

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

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

*5141	Drugs, alcohol, tobacco (substance abuse)
*5141.1	Health
*5141.2	Accidents
*5141.3	Illness
*6153	Health examinations and immunizations
	Field trips

Adopted: October 17, 1988

Revised: August 23, 1999

Revised: October 8, 2007