

**Administrative Procedures for Policy #3900 (Students) of the Board of Education  
Regarding School Health Services  
Medication Administration in Calvert County Public Schools**

I. Definitions

- A. Authorized prescriber - a physician, nurse practitioner, certified midwife, podiatrist, physician's assistant or dentist
- B. Diabetes – a chronic disorder of carbohydrate, fat and protein metabolism characterized by hyperglycemia and glycosuria resulting from inadequate production or utilization of insulin
- C. Emergency medication – medication administered to an individual for the management of a life-threatening health crisis. Examples of emergency medications are epinephrine, Narcan, and Glucagon.
- D. Field Trip – a school sponsored activity that is directly related to the instructional program. A field trip may be an overnight trip
- E. Glucagon – a hormone that quickly raises the level of glucose in the blood stream. Glucagon is a lifesaving treatment for an individual experiencing severe hypoglycemia.
- F. Glucose – a simple sugar that is an important energy source in living organisms and is a component of many carbohydrates
- G. Herbal – a medication containing herbs
- H. Homeopathic – a medicine that usually comes from organic sources, such as vitamins, minerals, roots, and fruit or vegetable extracts
- I. Hyperglycemia – an abnormally high level of glucose in the blood stream above the target range for an individual
- J. Hypoglycemia – an abnormally low level of glucose in the blood stream of an individual, usually below 70mg/dl
- K. Medication – a drug ordered by an authorized prescriber, including over-the-counter, herbal, and homeopathic medication
- L. Narcan (Naloxone) – a lifesaving medication that can quickly restore the breathing of a person who has overdosed on heroin or prescription opioid pain medication like oxycodone, hydrocodone, morphine, fentanyl or methadone. Narcan is the brand name for Naloxone.
- M. Narcotic – an addictive drug that reduces pain, alters mood and behavior, and usually induces sleep or stupor. Natural and synthetic narcotics are used to control pain.
- N. Over the counter – a non-prescription medication
- O. Opiates – any drug that contains opium or its derivative.

- P. Opiate overdose – occurs when a toxic amount of an opioid overwhelms the body’s ability to handle it, affecting the respiratory system with the lack of oxygen and the central nervous system with a decreased level of consciousness.
- Q. PRN – pro re nata (Latin), as needed, as the circumstances require, used in writing prescriptions
- R. Schedule II substances – a medication with a high abuse risk, but also has safe and acceptable medical uses
- S. School Property – any Calvert County Public School building and/or grounds, and any CCPS leased or owned vehicles, including school buses when they are in use for official school business. This includes any location used for co-or extra-curricular activities, including any field trips.
- T. Self-administration – the application or consumption of medication in the manner directed by the health practitioner without additional assistance or direction
- U. Student day – the hours from Monday through Friday when a school is open and scheduled to provide academic instruction to students enrolled in CCPS
- V. School-sponsored – any activity which has a staff member assigned as an agent of the school and has been approved by the principal and the superintendent’s designee

II. General Guidelines

- A. Calvert County Public Schools (CCPS) encourages the administration of medication at home. Parents/guardians should time medication doses to occur either before or after school hours, if medically appropriate. CCPS recognizes that students with chronic conditions or acute illnesses may require medication at school. The administration of medication in the school setting is a service that is provided to promote wellness and decrease absenteeism.
- B. When there is a need for a student to receive medication, safe and proper administration is essential. To facilitate this end, students should have medication available in the health suite to be administered in a manner consistent with Calvert County policies, procedures, and guidelines.
- C. This procedure is in compliance with the Maryland State School Health Services Guidelines which have been approved by the Maryland Board of Nursing and has been reviewed by the Maryland Board of Pharmacy.
- D. School personnel will only administer and supervise the administration of medication during the student day, school-sponsored field trips and school sponsored activities.
- E. Students are permitted to take medication at school ONLY when it is medically necessary and under the supervision of school personnel. The school system reserves the right to refuse to accept, administer, or supervise self-administration of any medication if these procedures and/or Calvert County Public Schools Procedure 3900.4 Regarding Asthma Drug and Related Medications are not followed.

III. Procedures

- A. The following procedures apply to all prescription, “over-the-counter” (OTC), and homeopathic/herbal medication, including all oral medications (tablets, capsules,

caplets, and liquids), topical ointments and creams, inhalant medication (inhalers and nebulizers), injectables, intranasal, intravenous medication and rectal medication.

- B. All prescription medication must be ordered by an authorized prescriber.
- C. Physician Orders: The parent/guardian must provide a complete written and signed order from a physician or authorized prescriber dated on or after July 1 of the current school year for ALL medication to be administered. A stamp with the prescriber's signature is acceptable; however, a printed name stamp is not acceptable. All of the following information must be provided on the CCPS Medication Administration Authorization Form:
  - 1. Name of student;
  - 2. Diagnosis;
  - 3. Allergies;
  - 4. Name of medication;
  - 5. Dosage;
  - 6. Time and frequency of administration;
  - 7. Route of administration;
  - 8. Duration of medication order;
  - 9. Possible side effects;
  - 10. Whether or not medication may be self-administered;
  - 11. Physician's/prescriber's printed name and original signature.
- D. The order should be written on a Calvert County Public Schools Medication Administration Authorization Form. The physician's/prescriber's order section must be completed in full and signed by the parent/guardian. A physician's/prescriber's prescription form, if it includes all of the required information, will also be accepted.
  - 1. New orders are required for:
    - a. A change in medication;
    - b. A change in dosage;
    - c. A change in time and/or frequency of administration;
    - d. Each school year (orders must be dated on or after July 1 of the current year);
    - e. Any medication that has been held by parent/guardian or physician request for 4 weeks or more.
  - 2. Clarification from the physician/prescriber is required when the medication is to be administered in a form other than that ordered (such as crushed, opened and sprinkled in food or liquid, pill in lieu of liquid, or liquid in lieu of pill).
  - 3. Medication must be given according to the frequency prescribed by the physician/prescriber. Once the physician/prescriber determines the

frequency, the parent/guardian and the school nurse may determine the time of administration. Parents should consult the school nurse if they have concerns.

4. Medication must be administered within a time frame of one half-hour to one hour before or one half-hour to one hour after the designated time.
  5. When schools open late or close early, students must take medication as ordered at home if the ordered time is before schools open or after they close.
  6. Faxed medication orders for the administration of medication may be accepted when submitted on an authorized form and signed by an authorized prescriber. When faxed orders are requested or received, school personnel will make every reasonable effort to ensure confidentiality.
  7. All new orders must be reviewed by the school nurse before the first dose is given or before the student is able to self-administer the medication.
- E. Parental Consent for Medication Administration or Omission: The parent/guardian must sign the Medication Administration Authorization Form in the designated area. If a completed Medication Administration Authorization Form is received and the parent/guardian signature is omitted, the parent/guardian may give verbal permission to the school nurse to administer the medication as directed on the medication form for that particular school day. Written permission must be received within two (2) school days for continued administration.
- F. The parent/guardian may come to school and sign the form or send in a note stating the name of the student and the name of the medication. The school nurse must attach the note to the Medication Administration Authorization Form.
- G. Should a parent refuse to sign the Medication Administration Authorization Form, the medication may not be given. The School nurse or other appropriate employee will refer the issue to the School Health Supervisor. Medication can be discontinued by either the parent/guardian or the authorized prescriber. If the medication is discontinued solely at the parent's/guardian's request, the school nurse will inform the health care provider of this change in treatment status. Discontinuation of medication will be documented on the medication record.
- H. Verbal Medication Orders: Verbal (phone) medication orders are discouraged since there is an increased potential for error associated with incorrect and incomplete information.
1. Verbal orders from an authorized prescriber may be taken only by a registered nurse (RN) or a licensed practical nurse (LPN).
  2. The school nurse will utilize nursing judgment when initiating and accepting verbal orders.
  3. Verbal orders should be limited to urgent situations only.
  4. The verbal order must be followed up by a written order from the physician/prescriber within three (3) school days. If no written order is

received after three (3) school days, the medication will no longer be administered, and the parent/guardian will be notified.

5. If a verbal order is obtained, it will be recorded on the Medication Administration Authorization Form as a one-time verbal order, lasting no longer than three days.
  6. Only the school nurse may take a verbal order from an authorized prescriber. The school nurse must ensure that verbal consent from the parent/guardian is obtained and documented. Written consent from parent/guardian must be received within 48 hours.
- I. Faxed Medication Orders: The school nurse may accept faxed medication orders for the administration of medication when submitted on the Medication Administration Authorization Form and signed by an authorized prescriber. The parent/guardian must sign the form within three (3) school days.
- J. Labeling, Storage and Disposal:
1. Parents/guardians must supply medication in an original prescription container. The parents/guardian can request two child-resistant containers from the pharmacist, one for home, and one for school.
  2. The original medication container shall be labeled with the following:
    - a. Student name;
    - b. Name of medication;
    - c. Dosage of medication to be given;
    - d. Frequency of administration;
    - e. Route of administration;
    - f. Name of physician/authorized prescriber ordering medication;
    - g. Date of prescription;
    - h. Expiration date as indicated by the pharmacist.
  3. Over the counter (OTC) medication must be in the original container, preferably unopened. The parent/guardian should label OTC medication in accordance with the requirements listed above. The school nurse must review the order for accuracy and completion and verify the proper medication and label information before the first dose is given at school.
  4. School personnel will not accept medication in unlabeled containers.
  5. The amount of medication received must be verified by the school nurse and the parent/guardian; the amount received must be documented on the back of the Medication Administration Record.
  6. In compliance with School Health Standards (COMAR 13A.05.05.05-15), all medications must be kept in a locked cabinet. Only the school nurse and the principal/designee will have access to medications. Keys to the

medication cabinet or drawer must be available at all times on school premises.

7. Medications requiring refrigeration should be kept in a locked box in the health suite refrigerator.
  8. All medication must be removed from school premises one week after the expiration date, upon appropriate notification of medication being discontinued, or at the end of the school year. Any unused, discontinued, or expired medication not retrieved by the student's parent/guardian will be disposed of by appropriate means. Sharps (needles and lancets) must be disposed of in a puncture-proof container. Disposal of this container and other medical waste must follow Occupational Safety and Health Administration (OSHA)/Maryland Occupational Safety and Health (MOSH) guidelines.
- K. Schedule II Substances: If a Schedule II controlled dangerous substance (CDS) must be administered on school property by school personnel, the guidelines for prescription medications must be followed with the following modifications:
1. The parent/guardian MUST bring the medication to school.
  2. The amount of the drug received should be immediately counted and recorded by the school nurse and witnessed by a second employee.
  3. CDS should be counted every thirty (30) days on a scheduled basis by the school nurse and witnessed by a second employee. This count will be reconciled with the prior count and recorded on the Medication Administration Record.
  4. The school nurse should maintain no more than a sixty (60) day supply of CDS.
- L. Narcotics: If a narcotic must be administered by the school nurse, the guidelines for prescription and Schedule II substances must be followed.
1. The school nurse should maintain no more than a thirty (30) day supply of narcotics.
  2. There must be a new order and parent authorization every thirty (30) days EXCEPT IF THE NARCOTIC IS TO BE GIVEN prn. If the narcotic is to be given PRN and for more than thirty (30) days, the school nurse must contact the parent and prescriber to confirm the continued need for the medication.
- M. PRN Medications:
1. The school nurse must record the oral PRN medication when it is received in the health suite.
  2. PRN orders must contain specific instructions related to time or frequency of administration and reason for administration (ex: every 4 hours for shortness of breath).
  3. PRN medication orders written to be repeated within 15-30 minutes may only be repeated one (1) time per school day. If more frequent

administration is ordered, the school nurse must clarify the order with the physician.

4. Prior to administering a PRN medication, the employee who administered the medication must determine when the student has taken the previous dose.
5. When the time interval is not specified, PRN medication will be administered only one (1) time per school day, if needed, and no sooner than six (6) hours after the previous dose. The school nurse will notify the parent/guardian of the six (6) hour time frame for non-specific frequency and advise the parent/guardian to contact the authorized prescriber for frequency.
6. The employee who administered the medication must record the PRN medication each time it is administered.

N. Homeopathic and Herbal Supplements/Medication: Homeopathic and herbal medication will be administered in accordance with the procedure for prescription drugs. School nurses may only accept orders for homeopathic and herbal medications from an authorized prescriber.

O. Medication Administration and Documentation: Employees who administer medication must follow the 6 RIGHTS of Medication Administration each time a medication is administered.

1. Right **Student** – have the student identify him/herself by name. Verify the name on the Medication Administration Record with the student and the label on the medication container. A student ID photo on the Medication Administration Record is helpful. Say the student's name when the medication is handed to the student.
2. Right **Medication** – compare the label on the medication container with the student's Medication Administration Record.
3. Right **Dose** -compare the order on the Medication Administration Record with the label on the medication.
4. Right **Route** – compare the Medication Administration Record and the label on the medication. Make sure they both match (ex: by mouth, by subcutaneous injection).
5. Right **Documentation** -record medication administration after it is given.

#### IV. Administration of Medication on Field Trips

##### A. Field Trips during the student day

1. Medications should be administered to students on field trips only when absolutely necessary. If medically appropriate, the school nurse should adjust the timing of doses to occur outside of the school-sponsored activity period. School personnel may only administer medications on field trips when they have been previously administered at school and when a medical order and parent permission form are on file. The ONLY exception is emergency PRN (as needed) medications. A Calvert County Public Schools

authorization form is required for all medications. The determination of whether a medication is administered during a field trip, and by who, shall be determined by the school nurse in collaboration with the school administrator and parents. Options for administration of medication during field trips may include the following:

- a. The parent/guardian may accompany the student on the field trip and administer the medication.
  - b. A single dose of the medication may be placed in a properly-labeled envelope or container only by the licensed nurse, to be given on the field trip by school personnel.
2. Upon completion of the field trip, the designated school employee must return the labeled container to the health suite. A notation shall be made on the student's medication record that the medication was administered. The person who administered the medication is responsible for documenting the administration of that medication in accordance with this procedure. If the parent accompanies the student on the field trip and administers medication – not from the school supply – the parent must notify the school nurse of the time the medication was administered.

#### B. Extended Day and Overnight Field Trips

1. If medication is required for administration before or after regular school hours, the parent/guardian must provide a separate medication order and enough medication in a properly labeled prescription or original OTC container for the duration of the trip. The Calvert County Public Schools Medication Administration Authorization form must be completed by an authorized prescriber for all medications, i.e. emergency, prescription, OTC, homeopathic and herbal. Administration of all medications must be conducted in accordance with this procedure for prescription medication.
2. Written consent of the parent/guardian for the administration of medication is required.
3. All medication orders and medications must be submitted to the school nurse at least one week prior to the scheduled trip.
4. The school nurse will review orders for completeness and will organize medications and orders to accompany student on the trip.
5. The nurse will review all medication orders with the school personnel overseeing the trip.
6. School personnel will be responsible for obtaining all medications and orders from the school nurse on the scheduled work day preceding the trip or on the morning of the trip.
7. Parent volunteers cannot administer medication.
8. Only students already self-administering medication as noted on their medication form and in compliance with Procedure 3900.4 can self-administer medication on the extended/overnight trip.



9. School personnel can administer oral medication, assist with inhalers and administer emergency medication (ex: epinephrine and Glucagon) with training.
10. The school personnel overseeing the trip will be responsible for administering the required medication at the time and in the manner prescribed by the authorized prescriber.
11. If medication is prescribed in a manner that can not be delegated to an unlicensed individual, the parent/guardian may need to accompany the student. Parents must consult with the school nurse at least two (2) weeks prior to the field trip to discuss any special health care needs. Calvert County Public Schools shall not deny access to students with special health care needs.
12. In accordance with the Student Code of Conduct, no student should have any medication in their possession with the exception of those medications authorized by Procedure 3900.4 Regarding the Use of Asthma Drugs and Related Medication.
13. The orders and medications for the extended day/overnight field trip are limited to the specific trip and time frame.
14. No routine medications will be sent on an extended day/overnight field trip from the school health room. Medications in the school health room are available for routine use during regular school hours. Emergency medication from the school health room may need to be sent on an extended day/overnight field trip on a case by case basis. The school nurse should consult with the School Health Supervisor prior to sending emergency medication from the health room supply.
15. A cell phone should be available on the extended day/overnight field trip in the event 911 or a parent/guardian needs to be called.

V. Errors in the Administration of Medication

- A. If an error in medication administration occurs (such as missing a dose, giving the incorrect dose, giving a dose at the wrong time, giving incorrect medication to the student, or giving a student another student's medication even if the medication was the same drug and dose), the procedures listed below must be followed.
  1. Observe the student for untoward side effects;
  2. Take appropriate action based on nursing judgment and/or physician order;
  3. Notify the parent, school administrator, nursing supervisor and primary care provider of the child;
  4. Complete the Medication Incident Reporting Form; and
  5. Document the specifics of the incident and the action taken.

VI. Stolen or Lost Medication

- A. If any medication is reported missing, the school administrator, School Health Supervisor and School Liaison Officer shall be notified, and procedures for missing

property on school grounds should be followed. Parents shall be made aware in order to replace the medication. Appropriate documentation shall be completed, and the school nurse shall keep a copy of the documentation.

VII. Communication with Physicians Regarding Treatment of a Student

- A. If the school nurse has concerns about the medical orders or wants to share information that may be relevant to the treatment regime with the physician, the school nurse and physician may communicate with each other regarding the medical orders and treatment regime without written authorization of the parent. HIPPA allows health care professionals to share protected health information if it is for treatment purposes. Furthermore, regardless of the health care setting, state licensure statutes and professional standards of practice for nurses and physicians require nurses to question and clarify medical orders, when indicated, before carrying them out. They also require physicians to provide nurses with sufficient information for safe execution of the treatment plan. Therefore, such communication is necessary and is based on state law.

VIII. Transportation of Medication

- A. Unless a student is authorized to possess medication by Procedure 3900.4 Regarding Use of Asthma Drugs and Related Medication, a student may not transport medication to school.

IX. Diabetes Medication Administration

- A. The school nurse will implement the management of diabetes by following the Management of Diabetes in Schools, Maryland State School Health Services Guidelines (2016) developed jointly by the Maryland Department of Health and the Maryland State Department of Education, and CCPS School Health Guidelines when providing care to students with diabetes.
- B. Optimal diabetes management requires a balance between food, exercise and medications. Planning for diabetes care in the school setting requires a team approach with the school nurse as the leader of the team. This requires the development of diabetes emergency plans and may also require unlicensed personnel to provide diabetes management care, when appropriate, in accordance with the Maryland State School Health Services Guidelines-Management of Diabetes in Schools as required by Annotated Code of Maryland, Education Article 7-426.4.
- C. Glucagon Administration Training
  - 1. Mild or moderate hypoglycemia should be treated quickly by the school nurse or other designated and trained school staff to prevent progression to severe hypoglycemia and eliminate or reduce the need for emergency interventions. Severe hypoglycemia is a medical emergency and therefore, it is important to have quick access to glucagon.
    - a. The school nurse identifies students with known diabetes, through school conferences, review of health records, report from parent/guardian, physician, or by self-referral.
    - b. When a student with known diabetes is identified, the school nurse will work with the student's parent/guardian and health care provider to complete a nursing assessment and ensure the Diabetes Medical

Management Plan/Health Care Provider Order Form is current and complete.

- c. The school nurse will make every effort to ensure the glucagon is received from the parent/guardian if ordered by the health care provider. A Diabetic Emergency Plan and Diabetes Medical Management Plan will be established, outlining the conditions and steps under which the glucagon can be administered.
- d. The school nurse will apprise all school staff who have responsibility for the student during the school day of the student's medical condition, Diabetes Emergency Plan and specific interventions that may be needed.
- e. The school nurse and the school administrator will determine who will be designated to perform glucagon administration and diabetes care. The school nurse will train, monitor, supervise and evaluate the designated trained personnel who will administer the glucagon and diabetes care if the student is exhibiting symptoms that warrant the administration of glucagon when the school nurse is not available. The Diabetes Training will include:
  - 1) Definition of diabetes;
  - 2) Recognition of symptoms of hypoglycemia and the appropriate actions to take;
  - 3) Procedures to report interventions and treatments to the school nurse;
  - 4) Implementation of student's Diabetic Emergency Plan, and administration of fast-acting glucose and/or glucagon when trained to do so;
  - 5) Procedures to support students who self-manage their diabetes;
  - 6) Confidentiality requirements; and
  - 7) Training should be completed annually and whenever a student's condition and care changes.
- f. After any glucagon administration, 911 shall be called, and documentation on the Glucagon Administration Log and medication record, shall be completed. The Glucagon Administration Log shall be provided to the school nurse and the designated trained personnel who administered the Glucagon will assist the nurse in completing state required reporting forms. A copy of state reporting form will be sent to School Health Supervisor.

X. Narcan Administration and Training

- A. In accordance with the Heroin and Opioid Education and Community Action Act of 2017, procedures are required for Narcan (naloxone) or other overdose reversing medication to be stored on Calvert County Public School property and be administered in the event of a suspected opioid overdose that occurs on school property.

- B. All school nurses will receive a train the trainer course in identifying common indicators of opiate overdose and how to administer Narcan (naloxone).
- C. School administrators will designate school personnel to be trained on how to respond to a suspected opioid overdose.
- D. The school nurse will train designated school personnel annually.
- E. For suspected opioid overdose at school, the school nurse or designated trained personnel will follow the Calvert County Public Schools Standing Order: Evaluation and Treatment of Opiate Overdose authorized by the Calvert County Health Department.
  - 1. Act quickly an opioid overdose is a medical emergency.
  - 2. Attempt to arouse the individual verbally and rapidly progress efforts of arousal to include painful stimuli.
  - 3. Assess individual for a pulse and follow CPR algorithm for no pulse.
  - 4. If the individual remains unresponsive, minimally responsive, or continues to have inadequate breathing, call 911 and obtain Narcan (naloxone) from school health room.
  - 5. Administer Narcan (naloxone) 4mg intranasally.
  - 6. Place the individual on their side and monitor continuously, check for pulse and breathing every 5 minutes until EMS arrives.
  - 7. If the individual does not arouse after the first dose of Narcan (naloxone) give a second dose in the opposite nose 3 minutes after the first dose.
  - 8. Each Narcan (naloxone) kit contains two (2) doses.
  - 9. If trained in CPR provide rescue breathing and chest compression for lack of breathing or pulse.
  - 10. Document the event and administration of Narcan (naloxone) on the Narcan Administration Log.
  - 11. Provide the completed Narcan Administration Log to the school nurse.
- F. The designated trained personnel that administered Narcan (naloxone) will assist the school nurse in completing the Maryland State Department of Education (MSDE)-School Health Services Form Report of Naloxone Administration Form.
- G. The school nurse will forward the completed Maryland State Department of Education (MSDE)-School Health Services Form Report of Naloxone Administration Form to the School Health Supervisor.
- H. The School Health Supervisor will restock Narcan (naloxone) as needed.
- I. Opioid awareness education and notification of the availability of Narcan (naloxone) in Calvert County Public Schools will be provided to staff, students and parents/guardians.

XI. Possession and Self Administration of Emergency Medication

- A. Responsible and developmentally capable students may possess and self-administer certain medications, such as inhalers, epinephrine auto-injectors, Glucagon or insulin, if recommended by their health care provider and approved by the school nurse.

1. A student who self-administers emergency medication must provide a completed Calvert County Public School Medication Authorization Form from an authorized prescriber with signed consent from the parent/guardian. If the authorized prescriber determines the student should carry an emergency medication and self-administer the medication, the student's authorized prescriber will indicate that on the medication authorization form. This certifies the student is able to self-administer and carry the emergency medication and has been trained in its use. The student's name shall be put on the medication in a position which does not obscure the label.
2. The school nurse shall conduct a nursing assessment/skill check of the student's ability to correctly self-administer the medication. If the school nurse determines the student is unable to safely self-administer, the authorized prescriber and parent/guardian will be notified, and the student will not be allowed to self-carry or administer the emergency medication.
3. An emergency plan and medication management plan should be developed for students who self-administer emergency medication. The student allowed by the authorized prescriber to carry and self-administer the medication while at school will cooperate with the school nurse in reporting when medication is self-administered. It will be the responsibility of the student and parent/guardian to report this information to the school nurse.
4. Emergency medications in other forms for other specific health concerns will be considered on a case-by-case basis.
5. A student may be subject to disciplinary action and/or loss of privilege to self-carry emergency medication if they do not use the emergency medication in a safe and appropriate manner in accordance the Calvert County Public Schools Student Code of Conduct.