

**Administrative Procedures for Policy #3900 (Students)  
Regarding School Health Services  
Use of Asthma Drugs and Related Medications**

I. Definitions

- A. Health care-plan – written guidelines that address an individual student’s medical needs
- B. Health practitioner – a physician or other individual authorized by law to prescribe prescription drugs or devices
- C. Medication – an asthma inhaler or emergency drug that is dispensed for a student on the prescription of a health practitioner for a student’s use for asthma or other airway-constricting disorders
- D. Over-the-counter medication – a non-prescription inhaler or similar medication for a student’s use for asthma or other airway-constricting disorders
- E. Self-administer – the application or consumption of medication in a manner directed by the health practitioner without additional assistance or direction
- F. School Property - any Calvert County Public Schools 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.

II. Authorization to possess and self-administer

- A. In order to possess and self-administer an inhaler or other medication authorized by this policy on school property, the student must have a health care plan on file in the school health room. The health care practitioner’s order may serve as the health care plan.
- B. The health care practitioner must indicate on the School Asthma Medication Administration Authorization Form that the student must carry the prescribed or over-the-counter medication at all times. The parent or guardian must sign this form. The school nurse must sign this form verifying the skill level for self-administration.
- C. The school nurse will provide a list of students authorized to carry medication to the Supervisor of School Health and the school principal.
- D. The student must carry a copy of the health care practitioner’s order at all times.
- E. The health care practitioner’s order must be maintained in the student’s educational record at school.
- F. The health care practitioner’s order must be renewed annually.

III. Assessment

- A. The student's parent or guardian must provide written verification from the student's health care practitioner confirming that the student has the knowledge and skills to safely possess and self-administer the medication.
    - 1. The school nurse shall assess the student's ability to demonstrate the skill level necessary to ensure proper and effective use of the medication in school.
    - 2. If the student uses the asthma medication during the school day, the student is responsible for reporting to the school nurse as soon as possible. The nurse will determine the effectiveness of the medication.
- IV. Training
- A. The Supervisor of School Health or designee will provide training for teachers of students who carry medication authorized by this policy in accordance with the Maryland School Health Services Guidelines.
- V. Safe and Healthy Environment
- A. The parent or guardian must provide back-up medication to be kept in the school health suite to ensure continued administration of the medication in the event that the student has forgotten his/her medication.
  - B. A student may be subject to disciplinary action if the student does not use the medication in a safe and proper manner. A meeting will be held with the school nurse, parent or guardian, and school administrator to review the health care plan yearly.