

POLICY

STAFFORD TOWNSHIP BOARD OF EDUCATION

PUPILS
5330/page 1 of 4
Administration of Medication

5330 ADMINISTRATION OF MEDICATION

The Board of Education disclaims any and all responsibility for the diagnosis and treatment of the illness of any pupil. At the same time, the Board recognizes that a pupil's attendance may be contingent upon the timely administration of medication duly prescribed by a physician. The Board will permit the dispensation of medication in school only when the pupil's health and continuing attendance in school so require and when the medication is administered in accordance with this policy.

Definitions

For purposes of this policy, "medication" means any prescription drug or over-the-counter medicine or nutritional supplement.

For the purposes of this policy, "self-administration" means carrying and taking medication without the intervention of the school nurse, approved through the school district policy and restricted to pupils with asthma and other life-threatening illnesses.

For the purposes of this policy, "life-threatening illness" means an illness or condition that requires an immediate response to specific symptoms or sequelae (an after effect of disease or injury) that if left untreated may lead to potential loss of life, i.e. adrenaline injection in anaphylaxis.

For the purposes of this policy, "a pre-filled single dose auto-injector mechanism containing epinephrine" means a medical device used for the emergency administration of epinephrine to a pupil for anaphylaxis.

For the purposes of this policy "a noncertified school nurse" means a person who holds a current license as a registered professional nurse from the State Board of Nursing and is employed by the district, and who is not certified as a school nurse by the Department of Education.

For the purposes of this policy "a substitute school nurse" means a person who holds a current license as a registered professional nurse from the State Board of Nursing and who has been issued a county substitute certificate to serve as a substitute for a certified school nurse in accordance with N.J.A.C. 6A:9-6.5.



POLICY

STAFFORD TOWNSHIP BOARD OF EDUCATION

PUPILS
5330/page 2 of 4
Administration of Medication

For the purposes of this policy "a school physician" means a physician with a current license to practice medicine or osteopathy from the New Jersey Board of Medical Examiners who works under contract or as an employee of the district. This physician is referred to as the medical inspector in N.J.S.A. 18A:40-4.1.

With the exceptions noted below, no medication will be administered to pupils in school except by the school physician, a certified or noncertified school nurse, a substitute school nurse employed by the district, or the pupil's parent(s) or legal guardian(s). A written request for the administration of medication at school must be approved in accordance with Regulations 5330, 5331 and 5333. Medication must be delivered to the school nurse by the pupil's parent(s) or legal guardian(s). The medication must be brought to the school nurse in the original container labeled by the pharmacy or physician. Written orders signed by the pupil's private physician or an advanced practice nurse for the use of a pre-filled single dose auto-injector mechanism containing epinephrine, must be provided stating the name of the medication, the purpose of its administration to the specific pupil for whom it is intended, its proper timing and dosage, its possible side effects, the time when its use will be discontinued and the expiration date. If written orders for use of a pre-filled single dose auto-injector mechanism containing epinephrine are provided, the orders must say the pupil requires the administration of epinephrine for anaphylaxis and does not have the capability for self-administration of the medication. These written orders must be reviewed by the school physician prior to school approval for self-administration of any medication. The school physician may also issue standing orders to the school nurse regarding the administration of medication. Medication no longer required must be promptly removed by the parent(s) or legal guardian(s).

The school nurse shall have the primary responsibility for the administration of a pre-filled single dose auto-injector mechanism containing epinephrine. However, consistent with N.J.S.A. 18A:40-12.5, N.J.S.A. 18A:40-12.6 and Regulation 5330, the school nurse may designate, in consultation with the Board or Superintendent, additional employees of the district who volunteer to administer epinephrine via a pre-filled auto-injector mechanism to a pupil for anaphylaxis when the nurse is not physically present at the scene. The pupil's parent(s) or legal guardian(s) must consent in writing to the designated person if applicable.

In addition, the parent(s) or legal guardian(s) must be informed that the school district has no liability as a result of any injury arising from the administration of a pre-filled single dose auto-injector mechanism containing epinephrine, and the parent(s) or legal guardian(s) must sign a statement that shall indemnify and hold the district and employees harmless against any claims arising from the administration of a pre-filled single dose auto-injector mechanism containing epinephrine. The permission for the emergency administration of epinephrine via a pre-filled single dose auto-injector mechanism



POLICY

STAFFORD TOWNSHIP BOARD OF EDUCATION

PUPILS
5330/page 3 of 4
Administration of Medication

containing epinephrine to pupils for anaphylaxis is effective for the school year it is granted and must be renewed for each subsequent school year.

The school nurse shall also have the primary responsibility for the emergency administration of glucagon to a student with diabetes who is experiencing severe hypoglycemia. However, the school nurse shall designate, in consultation with the board of education, employees of the school district who volunteer to administer glucagon to a student with diabetes who is experiencing severe hypoglycemia. The designated employees shall only be authorized to administer glucagon, following training by the school nurse or other qualified health care professional, when a school nurse is not physically present at the scene. Additional procedures regarding the administration of glucagon can be found at N.J.S.A. 18A:40-12.11 through 18A:40-12.21 and Regulation No. 5333.

Self-administration of medication by pupils is permitted in accordance with N.J.S.A. 18A:40-12.3. A pupil is only permitted to self-administer medication for asthma or other potentially life-threatening illnesses as defined by the Department of Education, New Jersey Statutes Annotated and New Jersey Administrative Code. Permission for self-administration of medication must comply with the conditions set forth in Regulation No. 5330, Regulation No. 5331 for administration of epinephrine, and Regulation No. 5333 for administration of diabetes medication. With regard to the self-administration of a pre-filled single dose auto-injector mechanism containing epinephrine, even if a student is allowed to self-administer said medication, nothing herein shall prohibit the nurse or appropriately trained designee to administer said medication should the need arise.

In accordance with Policy 5335, each school in the district shall have and maintain for the use of pupils at least one nebulizer in the office of the school nurse or a similar accessible location. Each certified school nurse or other persons authorized to administer asthma medication will receive training in airway management and in the use of nebulizers and inhalers consistent with State Department of Education regulations. Every pupil that is authorized to use self-administered asthma medication pursuant to N.J.S.A. 18A:40-12.3 or a nebulizer must have an asthma treatment plan prepared by the pupil's physician which shall identify, at a minimum, asthma triggers, the treatment plan and other such elements as required by the Department of Education.

All pupil medications shall be appropriately maintained and secured by the school nurse, except those medications to be self-administered by pupils. In those instances the medication may be retained by the pupil with the prior knowledge of the school nurse. The school nurse may provide the Principal and other teaching staff members concerned with the pupil's educational progress with such information about the medication and its administration as may be in the pupil's best educational interests. The school nurse may report to the school physician any pupil who appears to be affected adversely by the administration of



POLICY

STAFFORD TOWNSHIP BOARD OF EDUCATION

PUPILS
5330/page 4 of 4
Administration of Medication

medication and may recommend to the Principal the pupil's exclusion from self-administration pursuant to law.

With regard to students with diabetes, pursuant to N.J.S.A. 18A:40-12.18, the school nurse shall obtain a release from the parent/guardian of a diabetic student to authorize the sharing of medical information between the student's physician or advanced practice nurse and other health care providers. The release shall also authorize the school nurse to share medical information with other staff members of the school district as necessary.

The school nurse shall document each instance of the administration of medication to a pupil. Pupils self-administering medication shall report each incident to a teacher, coach or other individual designated by the school nurse who is supervising the pupil during the school activity when the pupil self-administers. These designated individuals shall report such incidents to the school nurse within twenty-four hours of the self-administration of medication. Unless, however, the medication administered is epinephrine, in which case, the designated individual shall inform the school nurse immediately after self-administration. In all instances, the school nurse shall preserve records and documentation regarding the self-administration of medication in the pupil's health file.

In the event epinephrine is administered to a pupil, thereafter, the pupil will be transported to a hospital emergency room by emergency services personnel, regardless of whether the pupil's symptoms appear to have resolved.

Detailed procedures and guidelines for the administration of a pre-filled single dose auto-injector mechanism containing epinephrine as contained specifically in Regulation 5330 and 5331 and for the treatment of diabetes as contained specifically in Regulation 5333 are incorporated herein by reference.

N.J.S.A. 18A:6-1.1; 18A:40-3.1; 18A:40-6; 18A:40-7;
18A:40-12.3; 18A:40-12.4; 18A:40-12.5;
18A:40-12.6; 18A:40-12.7; 18A:40-12.8;
18A:40-12.11 through 18A:40-12.21

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

N.J.A.C. 6A:16-2.3(b)

New Jersey Department of Education, Training Protocols for the
Implementation of Emergency Administration of Epinephrine, 16 November
1998

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