



SCHOOL WELLNESS PROGRAM POLICY & PROCEDURE ESSENTIAL ELEMENTS: MEDICATION ADMINISTRATION

THIS DOCUMENT IS TO BE USED AS A GUIDANCE TOOL IN DEVELOPING MEDICATION ADMINISTRATION POLICIES AND PROCEDURES FOR SCHOOL WELLNESS PROGRAMS.

Program Note: School Wellness Program (SWP) nurse's administration of medications that were brought to school for the student is NOT endorsed nor is it a Minimum Program Requirement (MPR) for the SWPs. The fiduciary and the SWP Medical Director are responsible for the decisions made in the SWP medication administration policy and the training of school staff in medication administration. The SWP should initiate an annual meeting with the local school district administration to review the SWP medication policy.

Overview: The Michigan Public Health Code 368 of 1978 as amended governs nursing practice related to the administration of medication. The Michigan School Code Section 380.1178 provides direction for school districts to administer medication. *School Wellness Program (SWP) policies and procedures must be in place for safe medication administration both within the SWP and when there are circumstances that the SWP nurse is administering "routine daily medications" and/or emergency medications that the school district is usually responsible for administering during the school day.* The Michigan School Code Section 380.1178 must be followed when SWP nurses are providing training to school staff.

Definitions:

Medication Administration: The Michigan Department of Education (2002) in interpreting Section 380.1178 of the School Code, defined medication administration "as maintaining and providing medication to students in the school setting."

Michigan School Code Section 380.1178: Sets forth legal provisions for the immunity of school employees, designated by the school administrator, against an allegation of "simple" negligence if the employee administers the medication under certain requirements including being in the presence of another adult. If a school employee is a licensed registered professional nurse, subsection (1) applies to that school employee regardless of whether the medication is administered in the presence of another adult.

Public Health Code 368 of 1978 as amended: Michigan has a consolidated practice act that covers 25 health occupations and is formally titled the Occupational Regulation Sections of the Michigan Public Health Code, PA 368 of 1978. The compiled laws are intended to protect and promote the health and well-being of the Michigan public.

Section 17201 "Practice of nursing" means the systematic application of substantial specialized knowledge and skill, derived from the biological, physical, and behavioral sciences, to the care, treatment, counsel, and health teaching of individuals who are experiencing changes in the normal health processes or who require assistance in the maintenance of health and the prevention or management of illness, injury, or disability.

Professional Nursing Standards of Care: The American Nurses Association (ANA) is the professional organization that develops generic standards that are used by all nurses as a basis for practice. School nursing is a subspecialty clinical group within ANA that has developed standards specific for school nursing.

Daily Medication: "Medication(s) **prescribed by a licensed provider** administered routinely to a student during the school day."

Purpose:

The purpose of the SWP Medication Administration Policy is to define the site-specific SWP nursing role(s) for 1) supporting administration of "daily medications" in the school building, 2) administration of emergency medications that are received from the student's home, 3) administration of medications under a standing order from SWP Medical Director, 4) providing medication training and 5) ensuring that safe medication administration practices are consistent with nursing standards of care.

The SWP medication administration nursing role *can* include:

- a. Providing medication administration training to school staff for medications that are brought to school for the student and administered by the school staff.
- b. Monitoring medication authorization forms, medication logs and medication containers to ensure safe practices are occurring in the school.
- c. Administering emergency medications, such as but not exclusive to asthma inhalers, nebulizers, epinephrine auto-injectors, glucagon and naloxone in **urgent** and **emergent** situations.
- d. Supporting students and school staff to ensure the safe care of students with diabetes, asthma or other chronic conditions. For example, assisting a student to check blood glucose levels.
- e. Administering medications under a standing order from the SWP Medical Director.

Procedures for Medication Administration Under a Standing Order from the SWP Medical Director:

1. Ensure there is written parental consent for utilizing the SWP for administration of medication.
2. Define the role of the Medical Director for medication administration including signing all policies and procedures and standing orders.
3. Describe documentation procedures for medication administration that include the date, time, dosage, route, assessment and evaluation of the student's response to the medication. Any consultations with a licensed health care provider and/or parent/guardian should be included in the documentation, as well as informed consent. Refusals and missed doses should also be documented.
4. Describe documentation procedures for routine monitoring of medication supply and expiration dates for OTC medications, immunizations and emergency/rescue medications. Expired medications should be removed one week after the expiration date (refer to Medication Storage and Handling Policy).
5. Describe the processes to ensure there is proper labeling, storage, disposal of medications that include following Occupational Safety Health Act (OSHA)/Michigan Occupational Safety and Health Administration (MIOSHA) standards and Michigan Department of Environment, Great Lakes and Energy Epinephrine Auto-injector Disposal Guide. The process for monitoring and logging the temperature of refrigerators to store medications should also be described (refer to Medication Storage and Handling policy).
6. Describe the process for notifying the parent/guardian when a medication is administered under a SWP standing order.
7. Describe the verbal order policy for the SWP.
8. Ensure systems are in place to safeguard the privacy, security, access, integrity/back-up, maintenance, retention, destruction, and appropriate sharing (verbal, fax, email, electronic) of student's health, mental health and other school records contained in the SWP.
9. Describe the processes for the evaluation of medication practices and policies, including reviews of documentation and occasional audits, to identify possible concerns and adjust practice or policy as needed.

Procedures for Medication Administration When Medications is Received from Home:

1. Ensuring there is a SWP signed parental consent for utilizing the SWP and a school district medication authorization form signed by a licensed health care provider. If / when an SWP nurse administers a medication brought to school for the student a copy of the medication authorization needs to be kept in the SWP.
2. Defining the role of the Medical Director for medication administration including signing all policies and procedures and standing orders.
3. Describing documentation procedures for medication administration that include the date, time, dosage, route, assessment and evaluation of the student's response to the medication. Include specific procedures for documenting on a school medication log and in the SWP medical record. Any consultations with a licensed health care provider and/or parent/guardian should be included in the documentation as well as informed consent. Refusals and missed doses should also be documented.

4. Defining the process for maintenance and storage (include how long) of medication administration records (medication order, medication log, SWP health record) if the SWP nurse administers medication brought to school for the student which is stored in the school office or other area of the school (i.e. outside the SWP).
5. Describing the processes to ensure there is proper labeling, storage and transportation of medication to and from school if the SWP nurse is involved in administering medications brought to school for the student. The disposal of medications should include following Occupational Safety Health Act (OSHA)/Michigan Occupational Safety and Health Administration (MIOSHA) standards and Michigan Department of Environment, Great Lakes and Energy Epinephrine Auto-injector Disposal Guide. The process for monitoring and logging the temperature of refrigerators to store medications should also be described.
6. Describing documentation procedures for routine monitoring of medication supply and expiration dates of emergency (Epinephrine auto-injector, asthma medications, Glucagon) medications that are brought to school for the student.
7. Describing the specific processes for storage and access to emergency medications (e.g. school office).
8. Describing the verbal order policy for the SWP.
9. Identifying how medication errors (including missed doses) are reported and documented.
10. Describing the process for administering psychotropic medications and controlled substances i.e. counting and recording the amount of the controlled substance medication that was brought to school, schedule of counting the controlled medication on a regular basis (monthly, biweekly) and witnessed by a trained employee].
11. Describing the process for administering or not administering "off-label" medications and investigational drugs.
12. Ensuring systems are in place to safeguard the privacy, security, access, integrity/back-up, maintenance, retention, destruction, and appropriate sharing (verbal, fax, email, electronic) of student's health, mental health and other school records contained in the SWP.
13. Describing the processes for the evaluation of medication practices and policies, including reviews of documentation and occasional audits, to identify possible concerns and adjust practice or policy as needed.

Medication Authorization Form for Both Prescription and OTC Medications Includes:

Signature of authorized provider and parent/guardian

Date of order

Name of student

Diagnosis

Name of medication to be administered

Dosage

Time of administration

Route of administration

Duration of medication order

Possible side effects

Special requirements such as "take with food"; and

Whether or not medication may be self-administered.

Emergency and Rescue Medications

The school must be responsible and have staff trained to respond and provide care to students in emergency situations that could include medication administration. The SWP nurse can assist with staff training and may also provide care to students in emergency situations. When the SWP nurse provides care to students in emergency situations he/she/they must follow school district policies, SWP policies and procedures, nursing standards of care, the Michigan School Code and any other state or federal laws that may apply.

Safeguards and clear procedures need to be in place for access to emergency medications kept in the SWP during after school activities.

Students with Chronic Conditions

The school district must be responsible and provide training to staff for the care of students with chronic conditions. The training should include medication administration and testing, such as blood glucose monitoring. The SWP nurse can provide support to students with chronic conditions that could include training staff, testing and emergency medication administration. When the SWP nurse provides care to students in the SWP the care is governed by the fiduciary and the nurse follows SWP policies and procedures, nursing standards of care, and any other state or federal laws that may apply. When nursing care is being provided outside of the SWP the nurse must also include any school district policies and procedures that may apply and the Michigan School Code.

Standing orders should be in place to help students manage their chronic condition (i.e. asthma, diabetes, allergies, seizures). Collaboration with the PCP/specialist and the parent/guardian needs to occur for individual students to obtain a Diabetes Management Plan, Diabetes Emergency Plan, Asthma Care Plan, Seizure Emergency Plan, etc.).

Medications Brought to School Must:

- Be delivered to school by an adult in the original containers labeled with the student's name, name of medication, medication dosage and route of administration.
- Include directions or interval for the medication to be given.
- Include the name of the licensed health care provider prescribing the medication.
- Include the pharmacy contact information and expiration date.

References

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