

POLICY: ADMINISTERING MEDICATIONS TO STUDENTS

J PAUL TAYLOR ACADEMY

www.jpaultayloracademy.org

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I. PURPOSE

To set forth the policy for administering medications to J. Paul Taylor Academy students.

I. GENERAL PRACTICES

A. The guardian and student will be informed that:

1. Whenever possible, to increase student safety, it is recommended that medication be administered to students at home.
2. When taking medication at school, it will be the student's responsibility to report to the school health personnel for his/her medication at the time that it is to be administered.
3. Unused medication will be properly destroyed at the end of the school year unless picked up by the guardian.
4. Medication will not be sent home with students.
5. Guardians are encouraged to request from their pharmacy an additional, appropriately labeled medication container (one for home, one for school).

B. School employees or agents may confiscate a student's medication if the student's self-administration of the medication exceeds the student's prescribed dosage, if the student endangers others with his/her medication or there is no physician or guardian order filed at the school allowing the student to self-administer medication. Confiscated medication shall be deposited with school health personnel, the school nurse, or the Executive Director for safekeeping

C. Prescription and Over-the Counter (OTC) Medications: Kindergarten – 5th grade

1. A guardian may visit the school to dispense the medication to the student. Otherwise, all medication shall be deposited with school health personnel, the school nurse, or the Executive Director for safekeeping.
2. Certain steps shall be taken to assure that medication given at school is administered properly:

A permission form completed by the guardian is required and is valid only for the current school year.

- a. A dated written order from the student's health care practitioner is required. The order must include the name of the student, name of medication, dosage, route of administration and time of administration. The health care provider's order shall be valid only for the current school year.
 - i. Prescription medication (including samples from physicians) shall be labeled by the physician or by a licensed pharmacist to include the student's name, name of prescribing physician, name of medication, dosage and time of administration.
 - ii. Non-prescription medications and over-the-counter medications must be in their original containers and must be accompanied by written guardian permission and a written order from a licensed health care provider. The original packaging of medication should be labeled with the student's name.
 - iii. Any changes in time or dosage must be accompanied by written documentation from the health care provider.
 - iv. Students may carry inhalers with them provided both the guardian and the health care provider have supplied appropriate documentation of the student's competence to administer the medication. Forms for this documentation
- b. An adult must deliver the medication to the school and pick up any medication that needs to go home with the student.

D. Prescription and Over-the-Counter (OTC) Medications: 6th – 8th grade

Secondary students may carry and administer their own medications under most circumstances, except as outlined in Sections E.3 and K.5 of this policy. Any student requiring supervision must deposit their medication and adhere to the same procedures outlined in section C above.

1. Prescription medication, including samples from Healthcare Practitioners (HCP), must be in their original containers and labeled by the HCP or by a licensed pharmacist to include the student's name, name of the prescribing HCP, name of medication, dosage and time of administration. To ensure students are not bringing excessive quantities of medication to school that could potentially fall into the hands of others, students are to carry only the dosage necessary to take during school hours for one day at a time. Pharmacists may be asked to label a bottle for school and a bottle for home.
2. Non-prescription over-the-counter medications must be in their original containers. To ensure students are not bringing excessing quantities of medication to school that could potentially fall into the hands of others; students are to carry only the dosage necessary to take during school hours for one day at a time.

E. Narcotic-Containing Medications: ALL GRADE LEVELS

1. With collaboration among the guardian, school nurse, and healthcare provider, students requiring narcotic-containing medications during schools hours must meet the following criteria:

- a. Written release from the healthcare provider that the student is able to attend school while taking the medication.
 - b. Written medication order from a recognized healthcare provider with student's name, name of medication, dosage and time of administration.
2. Examples of narcotics include, but are not limited to, Codeine, Oxycodone (Percocet) and Hydrocodone (Vicodin).
 3. No student shall keep narcotic-containing medications on his or her person, possession or control at school, and all medications must be kept in a central location within a locked closet or cabinet. Keeping medications at the school is an accommodation to the student, and J Paul Taylor Academy is not responsible for any claims or damage resulting from loss or theft of the medication. Medications shall be kept in an area inaccessible to students.
- F. In the event the school nurse or school health personnel are not available to administer a medication to a student who is too young or incapable of reliable self-administration, the school nurse, in collaboration with the guardian and school administration, shall arrange for an alternative means of administering any required medication that must be taken during school hours.
- G. A medication administration record shall be available in the front office. The name of the student, name of the medication, prescription number, time of administration and dosage of medication shall be documented and filed as a permanent record.
- H. When a student comes to take his/her medication, the following Six Rights of Medication Administration shall be followed by the school nurse or school health personnel:
1. Correct student;
 2. Correct medication;
 3. Correct dosage;
 4. Correct time;
 5. Correct route;
 6. Correct documentation.

I. Students With Diabetes

A student who has a medical diagnosis of diabetes and complies with the New Mexico Administrative Code (NMAC 6.12.8.8) to self-assess and carry and self-administer prescribed medication(s) under specified conditions, shall be permitted to do so if, in doing so, he/she does not endanger his/her own person or other persons through misuse of the medication.

J. Students with Inhaled Bronchodilators, Inhaled Corticosteroids and Auto-Injectable Epinephrine

A student who has a medical diagnosis of asthma or anaphylaxis associated medical condition and complies with the New Mexico Administrative Code (NMAC 6.12.2.9) to self-assess and carry and self-administer prescribed medication(s) under specified conditions,

shall be permitted to do so if, in doing so, he or she does not endanger his or her own person or other persons through misuse of the medication.

K. New Mexico Medical Cannabis Program

1. Qualified students participating in the New Mexico Medical Cannabis Program (NMMC) and their guardians must comply with this policy. A qualified student means a student who demonstrates evidence to the school that the student is authorized as a qualified patient pursuant to the Lynn and Erin Compassionate Use Act (§ 26-2B-1 et. seq. NMSA 1978) to carry and use medical cannabis.
2. Required evidence consists of a written and signed certification provided by a certifying practitioner, certifying that the qualified student has a debilitating medical condition pursuant to the Lynn and Erin Compassionate Use Act. This written certification also attests that the certifying practitioner believes the potential health benefits of the medical cannabis would likely outweigh the health risks for the qualified student and that the student is able to function safely at school, while under the influence of medical cannabis.
3. In addition, the guardian must provide the following documents to the school in advance:
 - A copy of the qualified student's written certification.
 - A copy of the patient's New Mexico Department of Health's (NMDOH) issued ID card, which includes the name of the guardian.
 - A written treatment plan that includes:
 - Affirmation of qualifying debilitating medical condition;
 - Recommended dosage allotment;
 - Recommended frequency of administration; and,
 - Signature of the guardian and the certifying practitioner.
 - A signed Health Insurance Portability and Accountability Act (HIPAA) authorization that permits the school to obtain current information from the NMDOH regarding the enrollment status of the qualified student in the NMDOH's Medical Cannabis Program. The HIPAA authorization form shall be retained as a medical record.
 - A written release of liability that:
 - Releases the school, school personnel and volunteers, the Governance Council, and Governance Council members from civil liability for acting in accordance with the provisions of the Lynn and Erin Compassionate Use Act and the NMPED rule for Medical Cannabis in Schools;
 - Releases the school, school personnel and volunteers, the Governance Council, and Governance Council members from any liability and reimbursement claims for costs associated with accidental spillage or waste of medical cannabis; and
 - Includes an acknowledgement that the qualified student shall not be entitled to use medical cannabis outside the state of New Mexico.
4. Medical cannabis is limited to a non-refrigerated capsule, extract, or concentrate that is ingested orally and that is not inhaled in particulate form as a vapor or by burning.
5. Students are prohibited from possessing, storing, or administering medical cannabis to themselves in the absence of a guardian or designated school

personnel at the school.

6. J. Paul Taylor Academy will provide documented witness of clean up and destruction of medical cannabis in the event of spillage or waste. The guardian will be notified the same day the spillage or waste occurs.
 7. The guardian, school health personnel, and Executive Director will develop a plan for the storage, possession, and administration of the qualified student's medical cannabis.
 8. Participation in NMMC by qualified patients or primary caregivers does not relieve them from criminal prosecution or civil penalty arising out of:
 - a. Operation of a vehicle while under the influence of cannabis;
 - b. Possession or use of cannabis:
 - i. On school grounds or property, including a school or public vehicle;
 - ii. In the workplace of the qualified patient's or guardian's employment;
or
 - iii. At a public park, recreation center, youth center or other public place.
 9. J. Paul Taylor Academy is a drug-free zone. Except for those participating in this program, no student shall be permitted to possess any illegal substance on school grounds or school-related functions, or to attend school or school functions, while under the influence of any illegal substance.
 10. Any person who makes a fraudulent representation to a school staff member, administrator or law enforcement officer about their participation in a medical use of cannabis program will be subject to discipline, arrest and/or prosecution.
 11. The administration of medical cannabis will not disrupt the education environment and not cause medical cannabis exposure to other students. Medical cannabis will be administered in the nurse's office.
 12. The disciplining of any school employee who refuses to administer medical cannabis to qualified students is prohibited.
- L. School-Sponsored Field Trips and Excursions – Medical Administration
1. The guardian shall collaborate in advance of a school-sponsored field trip with the school nurse or school health personnel to decide which adult attending the field trip will administer the medication.
 2. While the student is on the field trip, the medication should be carried in its original container, including a standardized preprinted medication label; or the appropriate dosage of the medication should be enclosed in a separate container and should include a legible copy of the original label or, in printed form, all relevant information about the medication and its administration.
 3. The medication, including the label or relevant information, will be provided to trained personnel for administration during the field trip. (See item 1 above). The school nurse or school health personnel will provide a review of the medication and its administration to the trained personnel on an as-needed basis. All trained

personnel administering medication must understand what to do in an emergency.

4. The medication will be transported and stored in compliance with any special directions for the medication and will be secured as safely as possible.
5. An appropriate number of doses of a student's medication should be provided to the school by the guardian in advance of a same-day field trip.
6. It is important that guardians provide adequate doses of a student's medication to ensure appropriate administration of medication on every day of an extended field trip (overnight, and/or beginning before and/or extending beyond the duty day for school staff).
7. Guardians of students with medical needs are welcome and strongly encouraged to attend field trips with their children.

Legal References: NMAC 6.12.8.8, NMAC 6.12.2.9, NMAC 7.34.4.2, and NMAC 6.12.10