

*Administration of Medications by School Personnel***Administration of Medications by School Personnel****10-212a-1. Definitions**

As used in Sections 10-212a-1 through 10-212a-7 of the Regulations of Connecticut State Agencies:

- (1) "Administration of medication" means the direct application of a medication by inhalation, ingestion, or by any other means to the body of a person.
- (2) "Advanced practice registered nurse" means an individual licensed in accordance with section 20-94a of the Connecticut General Statutes.
- (3) "Authorized prescriber" means a physician, dentist, advanced practice registered nurse or physician assistant.
- (4) "Board of education" means a local or regional board of education, a regional educational service center, a unified school district, the regional vocational-technical school system, an approved private special education facility, the Gilbert School, the Norwich Free Academy, Woodstock Academy or a non-public school whose students receive services pursuant to Section 10-217a of the Connecticut General Statutes.
- (5) "Commissioner" means the Commissioner of Public Health or any duly authorized representative thereof.
- (6) "Controlled drugs" means those drugs as defined in Section 21a-240, Connecticut General Statutes.
- (7) "Cumulative health record" means the cumulative health record of a pupil mandated by Section 10-206, Connecticut General Statutes.
- (8) "Dentist" means a doctor of dentistry licensed to practice dentistry in Connecticut in accordance with Chapter 379, Connecticut General Statutes, or licensed to practice dentistry in another state.
- (9) "Department" means the Connecticut Department of Public Health or any duly authorized representative thereof.
- (10) "Error" means:
 - (A) failure to do any of the following as ordered:
 - (i) administer a medication to a student;
 - (ii) administer medication within the time designated by the prescribing practitioner;
 - (iii) administer the specific medication prescribed for a student;
 - (iv) administer the correct dosage of medication;
 - (v) administer medication by the proper route; and/or
 - (vi) administer the medication according to generally accepted standards of practice; or,
 - (B) administration of a medication to a student which is not ordered, or which is not authorized in writing by the parent or guardian of such student.
- (11) "Guardian" means one who has the authority and obligations of guardianship of the person of a minor, and includes:
 - (A) the obligation of care and control; and
 - (B) the authority to make major decisions affecting the minor's welfare, including, but not limited to, consent determinations regarding marriage, enlistment in the armed forces and major medical, psychiatric or surgical treatment.
- (12) "Investigational drug" means any medication with an approved investigational new drug (IND) application on file with the food and drug administration (FDA) which is being scientifically tested and clinically evaluated to determine its efficacy, safety and side effects and which has not yet received FDA approval.
- (13) "Medication" means any medicinal preparation including controlled drugs, as defined in Section 21a-240, Connecticut General Statutes.
- (14) "Medication emergency" means an untoward reaction of a student to a medication.

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- (15) "Medication order" means the authorization by an authorized prescriber for the administration of medication to a student during school hours for no longer than the current academic year.
- (16) "Nurse" means an advanced practice registered nurse, a registered nurse or a practical nurse licensed in Connecticut in accordance with Chapter 378, Connecticut General Statutes.
- (17) "Physician" means a doctor of medicine or osteopathy licensed to practice medicine in Connecticut in accordance with Chapters 370 and 371, Connecticut General Statutes, or licensed to practice medicine in another state.
- (18) "Physician assistant" means an individual licensed to prescribe in accordance with section 20-12d of the Connecticut General Statutes.
- (19) "Principal" means the administrator in the school.
- (20) "School" means any educational program which is under the jurisdiction of a board of education as defined by this section.
- (21) "School medical advisor" means a physician appointed in accordance with Section 10-205, Connecticut General Statutes.
- (22) "School nurse" means a nurse appointed in accordance with Section 10-212, Connecticut General Statutes.
- (23) "Self administration of medication" means that a student is able to identify and select the appropriate medication by size, color, amount, or other label identification; knows the frequency and time of day for which the medication is ordered; and consumes the medication appropriately.
- (24) "Supervision" means the overseeing of the process of medication administration in a school.
- (25) "Teacher" means a person employed full time by a board of education who has met the minimum standards as established by that board of education for performance as a teacher and has been approved by the school medical advisor and school nurse to be designated to administer medications pursuant to Sections 10-212a-1 through 10-212a-7 of the Regulations of Connecticut State Agencies.
(Effective August 8, 1995.)

10-212a-2. Administration of medications

- (a) Administration of medications is not required in schools. The board of education shall determine:
 - (1) if medications may be administered in schools under its jurisdiction; and,
 - (2) if so, who shall give them--licensed personnel only or, in the absence of such licensed personnel, principals and teachers; and,
 - (3) whether to allow self medication by students.
- (b) If a board of education chooses to allow the administration of medications in schools within its jurisdiction, the following shall apply:
 - (1) The board of education, with the advice and assistance of the school medical advisor and the school nurse supervisor, shall establish specific written policies and procedures concerning the administration of medications by a nurse, or in the absence of a nurse, by a principal or teacher to students within the school system. The board shall submit such policies and procedures to the department for review and approval.
 - (2) The board of education with the advice and assistance of the school medical advisor and the school nurse supervisor shall review and revise the policies and procedures concerning the administration of medications as needed, but at least biennially. Whenever revised, these shall be forwarded to the department for review and approval.
- (c) No medication may be administered without:
 - (1) the written order of an authorized prescriber; and
 - (2) the written authorization of the student's parent or guardian.

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- (d) Prescribed medication shall be administered to and taken by only the person for whom the prescription has been written.
- (e) In the absence of a licensed nurse, only principals and teachers who have been properly trained may administer medications to students. Principals and teachers may administer oral, topical, or inhalant medications. Injectable medications may be administered by a principal or teacher only to a student with a medically diagnosed allergic condition which may require prompt treatment to protect the student against serious harm or death. Investigational drugs may not be administered by principals or teachers.
- (f) Each Board of Education which allows medications to be given shall:
 - (1) establish policies and procedures to be followed in the event of a medication emergency; and
 - (2) ensure that the following information is readily available in schools in its jurisdiction:
 - (A) the local poison information center telephone number; and
 - (B) the procedure to be followed in the event of a medication emergency and the individuals or facilities to be contacted in such event; and,
 - (C) the name of the person responsible for decision making in the absence of the school nurse.
- (g) All controlled drugs currently listed in schedules II through V of the Regulations of Connecticut State Agencies, Section 21a-243-8 through 21a-243-11, may be administered in schools pursuant to board of education policy. (Effective August 8, 1995.)

10-212a-3. Training of school personnel

- (a) Each Board of Education which allows principals and teachers, in the absence of a school nurse, to give medications to students shall provide training to designated principals and teachers in the safe administration of medications.
- (b) Only principals or teachers who have received such training from the school nurse or physician shall be allowed to administer medications to students. This training shall include, but not be limited to:
 - (1) The procedural aspects of medication administration, the safe handling and storage of medications, and recording; and,
 - (2) The medication needs of specific students, medication idiosyncrasies, and desired effects, potential side effects or untoward reactions.
- (c) The Board of Education shall maintain, and annually update, documentation that such training has been provided and successfully completed.
- (d) The Board of Education shall maintain, and annually update, a list of principals and teachers who have been trained in the administration of medications.
- (e) The Board of Education shall provide for a review and informational update to be done, at least annually, for principals and teachers trained in the administration of medications.
- (f) Licensed practical nurses may administer medications to students under Board of Education policy if they can demonstrate evidence of one of the following:
 - (1) Training in administration of medications as part of their basic nursing program;
 - (2) Successful completion of a pharmacology course and subsequent supervised experience;
 - (3) Supervised experience in medication administration while employed in a health care facility
 (Effective June 26, 1989.)

10-212a-4. Self administration of medications

If approved by the board of education, students who are able to self administer medication may do so provided:

- (a) An authorized prescriber provides a written order for self administration; and,
- (b) there is written authorization from the student's parent or guardian; and,

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- (c) the school nurse has evaluated the situation and deemed it to be safe and appropriate; has documented this on the student's cumulative health record; and has developed a plan for general supervision; and,
- (d) the principal and appropriate teachers are informed that the student is self administering prescribed medication; and,
- (e) such medication is transported to the school and maintained under the student's control in accordance with the board of education's policy on self medication by students. (Effective August 8, 1995.)

10-212a-5. Handling, storage and disposal of medications

- (a) All medications, except those approved for transporting by students for self medication, shall be delivered by the parent or other responsible adult and shall be received by the nurse assigned to the school. The nurse must examine on-site any new medication, medication order and permission form and develop a medication administration plan for the student before any medication is given by any school personnel.
- (b) All medications, except those approved for keeping by students for self medication, shall be kept in a designated locked container, cabinet or closet used exclusively for the storage of medication. In the case of controlled substances, they shall be stored separately from other drugs and substances in a separate, secure, substantially constructed, locked metal or wood cabinet.
- (c) Access to all stored medications shall be limited to persons authorized to administer medications. Each school shall maintain a current list of those persons authorized to administer medications.
- (d) All medications, prescription and nonprescription, shall be stored in their original containers and in such a manner as to render them safe and effective.
- (e) Medications requiring refrigeration shall be stored in a refrigerator at no less than 36 degrees F and no more than 46 degrees F.
- (f) All unused, discontinued or obsolete medications shall be removed from storage areas and either returned to the parent or guardian or, with the permission of the parent or guardian, destroyed:
 - (1) noncontrolled drugs shall be destroyed in presence of at least one (1) witness;
 - (2) controlled drugs shall be destroyed in accordance with part 1307.21 of the Code of Federal Regulations or by surrender to the commissioner of the department of consumer protection.
- (g) No more than a forty-five (45) school day supply of a medication for a student shall be stored at the school.
- (h) No medication for a student shall be stored at a school without a current written order from an authorized prescriber. (Effective August 8, 1995.)

10-212a-6. Documentation and record keeping

In addition to those records required for controlled drugs, the following shall apply:

- (a) Each school where medications are administered shall maintain a medication administration record for each student who receives medication during school hours.
 - (1) Such record shall include:
 - (A) the name of the student;
 - (B) the name of the medication;
 - (C) the dosage of the medication;
 - (D) the route of administration;
 - (E) the frequency of administration;
 - (F) the name of the authorized prescriber;
 - (G) the date the medication was ordered;
 - (H) the quantity received;
 - (I) the date the medication is to be reordered; .

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- (J) any student allergies to food and/or medicine;
 - (K) the date and time of administration or omission including the reason for the omission;
 - (L) the dose or amount of drug administered;
 - (M) the full legal signature of the nurse, principal or teacher administering the medication.
- (2) Transactions shall be recorded in ink and shall not be altered.
 - (3) The medication administration record shall be made available to the department upon request.
- (b) The written order of the authorized prescriber, the written authorization of the parent or guardian, and the completed medication administration record for each student shall be filed in the student's cumulative health record.
 - (c) An authorized prescriber's verbal order, including a telephone order, for a change in any medication can be received only by a school nurse. Any such verbal order must be followed by a written order within three (3) school days.
 - (d) Errors in medication administration
 - (1) The local board of education shall have a policy regarding notification and documentation of such errors. Such policy shall state:
 - (A) the manner in which persons are notified of errors in medication administration;
 - (B) any such error shall be reported immediately to the school nurse and the authorized prescriber;
 - (C) the procedure to be followed in obtaining medical treatment when required as the result of such error.
 - (2) A report shall be completed using the accident/incident report form authorized by the board of education.
 - (3) Any error in the administration of a medication shall be documented in the student's cumulative health record.
- (Effective August 8, 1995.)

10-212a-7. Supervision

The school nurse is responsible for general supervision of administration of medications in the schools to which that nurse is assigned. This shall include, but not be limited to:

- (a) availability on a regularly scheduled basis to:
 - (1) review orders or changes in orders, and communicate these to the personnel designated to give medication for appropriate follow-up;
 - (2) set up a plan and schedule to ensure medications are given;
 - (3) provide training to principals, teachers and other licensed nursing personnel in the administration of medications;
 - (4) support and assist other licensed nursing personnel, principals, and teachers to prepare for and implement their responsibilities related to the administration of specific medications during school hours;
 - (5) provide consultation by telephone or other means of telecommunication. In the absence of the school nurse, a licensed physician or nurse may provide this consultation.
 - (b) implementation of policies and procedures regarding receipt, storage, and administration of medications;
 - (c) monthly review of all documentation pertaining to the administration of medications for students;
 - (d) work-site observation of medication administration by teachers and principals who have been newly trained;
 - (e) periodic review, as needed, with licensed nursing personnel, principals and teachers regarding the needs of any student receiving medication.
- (Effective June 26, 1989.)

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