



## **Medication Administration**

### **Administering Prescribed Medications to Students**

Colorado Early Colleges (CEC) may administer prescribed medication to a student only if a parent/guardian has specifically requested it, CEC has a Health Care Provider's (HCP) order on file through a Healthcare Plan, or an Authorization to Administer Medication form (found at the end of this policy), and there is a reason to administer the medication at school.

Legally, prescription medication may be dispensed only by the school's Registered Nurse (RN), or the RN delegates the task of medication administration to a designee who has been trained in medication administration. This delegation is required annually. Prescription medication shall be administered by the school's RN or designee only when:

1. The medication is in a properly labeled container.
  - Medication shall be in the original properly labeled container. The container must be labeled with the student's name, the name of the medication, the dosage, instructions on how often to take the medication, the name of the HCP, and the current date.
2. Written orders from the student's HCP are on file at the school, stating the following:
  - Student's name
  - Name of medication
  - Dosage
  - Route
  - Purpose of the medication
  - Time of day medication is to be administered
  - Anticipated number of days the medication needs to be administered in school
  - Possible side effects
3. The parent/guardian provides written permission to the school to administer a prescription medication.
4. The school has received written permission from the student's HCP, **who has prescriptive authority under Colorado law.**
5. School personnel will keep an individual record of all medications administered by school personnel to any student.
6. Medication will be stored in accordance with state and federal laws.

Student's prescribed medications should be kept in the Health Office, with the exception of some rescue medications. See the "Self-Administration Medication for Life-Threatening Conditions" section of this policy.

### **Administration of Over-the-Counter Medications**

CEC allows students to carry and self-administer a one-day dosage of certain over-the-counter medications. This is a privilege, and the medications must be kept in the student's care and control and not shared with other CEC students or staff. The privilege of carrying over-the-counter medications can be revoked by CEC if deemed necessary.

CEC RNs may delegate over-the-counter medication administration to the RN's designated unlicensed assistive personnel only if a parent/guardian has specifically requested it, the doctor's order is on file via a Healthcare Plan or Authorization to Administer Medication at School form, and there is a reason to administer the medication at school for a transient issue.

To the extent allowed by law, students can self-carry some prescription medications. Students are allowed to carry sufficient medication for a single day or for the duration of the event with the approval of the student's HCP, parent/guardian, and the school's RN.

In order for a student to receive an over-the-counter medication from a CEC Health Office, the Authorization to Administer Medication at School form must be completed by an HCP, signed by a parent/guardian, and given to the school's RN. The parent/guardian will provide all over-the-counter medications in their original, labeled containers.

### **Self-Administration of Medication for Life-Threatening Conditions**

Students with asthma, severe allergies, or a related, life-threatening condition may possess and self-administer medication to treat the student's asthma, allergies, anaphylaxis, or related life-threatening condition.

A Healthcare Plan or Authorization to Administer Medication at School form must be completed for self-administration/self-carry. It must contain parent/guardian consent and an HCP's order. The order must specify why the medication must be possessed and self-administered by a student at school. The HCP should confirm that the student has been instructed and can self-administer the medication.

A Self-Carry Medication Contract must be completed. The contract must be signed by the student's parent/guardian and on file with the school. It must include permission for the student to self-administer the medication and a release from liability for any injury arising from the student's self-administration of the medication.

A student must report to the school nurse, their designee, or another school employee immediately after using an epinephrine auto-injector during school hours. The school nurse, designee, or another school employee will provide appropriate follow-up care to the student, including making a 911 emergency call and contacting the student's parent/guardian.

Authorization for a student to possess and self-administer medication to treat the student's asthma, allergy, anaphylaxis, or other related, life-threatening condition may be limited or revoked by the Head of School after consultation with the school's RN and the student's parent/guardian if the student demonstrates an inability to responsibly possess and self-administer such medication.

### **Use of Opiate Antagonists in Emergency Situations**

To the extent state funding and supplies are available, CEC shall have a stock supply of opiate antagonists to assist a student who is at risk of experiencing an opiate-related drug overdose event.

For purposes of this policy, an opiate antagonist means naloxone hydrochloride or any similarly acting drug that is not a controlled substance and that is approved by the Federal Food and Drug Administration (FDA) for the treatment of a drug overdose.

The stock supply of opiate antagonists may also be used to assist an employee or any other person who is at risk of experiencing an opiate-related drug overdose event.

Administration of an opiate antagonist by a CEC employee to a student or any other person shall be in accordance with applicable state law.

### **End of the Year or Discontinued Medication**

If a medication has been discontinued, or it is the conclusion of the school year, a parent/guardian must come to the school to pick up the unused portion of the medication. Any medication that remains at the school after the school year's conclusion will be destroyed unless the parent/guardian has made other arrangements for pickup. No medication will be released to the student.

Colorado law (C.R.S.22-1-119 Education Law, General Provisions) provides immunity to any school employee who administers medication to a student in accordance with written instructions from a parent/guardian if the student suffers an adverse reaction as a result of the medication's administration.

CEC employees are mandated reporters, and as such, they must report to the proper authorities when they suspect abuse or neglect of a student. If a school employee is concerned about the improper use of medication and suspects abuse or neglect, a report will be made to the proper authorities.

The *Authorization to Administer Medication at School* form that follows is also available from each school's Health Office.



## Authorization to Administer Medication in School Form

Student's First Name	Student's Last Name	Birth Date

**Prescription Medication**

- If any prescription medication is to be administered during school hours, this form must be completed and signed by a Health Care Provider (HCP) and signed by a parent/guardian. Prescription medications can only be given during school hours by the Health Office when an authorization form is on file with the School's RN.
- A student's medication must be kept in the school's Health Office unless a physician specifies self-carry on this form.
- Medication must be provided by the parent/guardian in the original container in which it was purchased. When ordering prescription medication, please ask the pharmacist to provide an additional empty, labeled bottle to be stored at school.

**Over the Counter Medication**

- If any over-the-counter medication is to be administered by the Health Office during school hours, this form must be completed by the HCP, signed by the parent/guardian, and given to the school's RN.

<b>Name of Medication</b> (Prescription and Over-the-Counter)	
<b>Dosage</b>	
<b>Route/Method</b>	
<b>Times Given</b> <i>If this is PRN, please specify dosage, amount per day, and timing between doses</i>	
<b>Purpose of Medication</b> <i>Please do not say "as needed", specify the reason to give this medication.</i>	
<b>Potential Side Effects</b>	
<b>Student to Self-Carry?</b> <i>(except for controlled substances)</i>	<b>{CIRCLE}</b> <b>YES      NO</b>
<b>End Date (if applicable)</b>	
<b>Health Care Provider contact information for questions/concerns related to the medication administration</b>	<b>Name:</b> <b>Email:</b> <b>Phone:</b>

Health Care Provider      Signature \_\_\_\_\_      Date \_\_\_\_\_

*I hereby request and give my permission for Colorado Early Colleges to administer the medicine named in the above Medication Authorization Form to my student, as specified by the health care provider. If my request is granted (as noted by the RN signature in the CEC Authorization above), I hereby release and hold harmless Colorado Early Colleges, its board members, employees, and agents from any liability, claims, causes of action, damages and demands of any kind whatsoever (except willful and wanton acts or omissions) that may be brought by my student or on my student's behalf for any damages, including personal injury to my student, arising out of or in connection with the administering of medicine to my student as provided above.*

Parent/Guardian Signature \_\_\_\_\_      Date \_\_\_\_\_

Printed Name \_\_\_\_\_

Office Use Only - Received and Approved

School Nurse Signature \_\_\_\_\_ Date \_\_\_\_\_