

<b>FREDERICK COUNTY PUBLIC SCHOOLS</b>	<b>Reg. No. 400-23</b>
<b>Subject:</b> <b>MEDICATION ADMINISTRATION</b>	<b>Issued:</b> <b>5/1/82</b>
<b>Preparing Office:</b> <b>Office of the Superintendent</b>	<b>Amended:</b> <b>8/10/15</b>

I. Policy

II. Procedures

FCPS Regulation 400-80 *Students with Diabetes* is to be followed for administration of Insulin.

FCPS Regulation 200-39 *Allergic Reactions-Severe/Life Threatening Emergency Care* is to be followed for the emergency management of acute allergic reactions.

Frederick County Public Schools (FCPS) and the Frederick County Health Department (FCHD) encourage parents/guardians to administer medications at home if at all possible. However, when it is necessary to administer prescription or over-the-counter medications to students during the school day (including field trips), the following procedures apply:

- A. FCPS/FCHD staff is prohibited from recommending or prescribing any form of medication to a student.
- B. With the exception of emergency medications that students are authorized to self-carry, all medication will be stored in a locked, secured area. Epinephrine auto-injectors (commonly referred to as an EpiPen®) are stored in a secured, labeled container that is easily accessible in the event of an emergency.
- C. Homeopathic remedies, herbal preparations and other forms of alternative medicine are subject to the same requirements as prescription and over-the-counter medications.
- D. A completed "Medication Authorization Form" is required for each medication. It is available on the FCPS Web site: <http://www.fcps.org/student-services/forms>. The form must be signed by a licensed health care provider and by the parent/guardian. It is the parent/guardian's responsibility to obtain the proper information and signatures for the forms. New authorization forms are required at the beginning of each school year and when there is a change in the order. Other medication authorization forms may be accepted at the discretion of the FCHD registered nurse (RN).
- E. Prescription medication(s) must be in a container labeled by the pharmacist with the student's name, prescriber's name, name of medication, dosage, route, directions for administration, conditions for storage, prescription date and expiration date. Maryland law allows prescription medication to be used only until the expiration date indicated on the medication or for one year from the date it was dispensed, whichever comes first. Over-the-counter medication(s) must be provided to the school in the original sealed container.
- F. The parent/guardian must bring the medication and forms directly to FCHD school health staff.

- G. FCHD school health staff will administer medications. In the absence of school health staff, the RN *may* delegate the responsibility to perform the nursing task to an unlicensed individual (school system employee) based on the criteria from the Nurse Practice Act. The RN will provide training and review competency of the school system employee who has been assigned by the principal. The delegating nurse retains the accountability for the nursing task.
- H. It is required that the first full day's (24 hours) dose of any new medication be given at home, except for emergency medications. If unsure, please follow the recommendation of a health care provider about attending school during the first 24 hours.
- I. Administered medications will be recorded on the "Individual Student Medication/Treatment Administration Record" in the school's medication notebook by the individual who administered the medication.
- J. Upon completion of the course of medication, the authorization form and the "Individual Student Medication/Treatment Administration Record" will be filed in the student's health record.
- K. If a child is determined to be capable of and responsible for carrying and/or self-administering medication, then the principal and RN shall establish procedures for carrying and/or self-administration of medication by the child. The capability is to be determined collectively by the principal, RN, parent/guardian, and the child's health care provider. The principal may revoke the authority of a child to self-administer medication if the child endangers himself/herself or another child through misuse of the medication.
- L. Parents/guardians must retrieve any unused or discontinued medication. Medication not claimed by the parent/guardian within one week after the end of the school year will be destroyed. No medication(s) will be sent home with students.

Approved:

*original signed by*

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Theresa R. Alban  
Superintendent