

FREDERICK COUNTY PUBLIC SCHOOLS	Reg. No. 400-23
Subject: MEDICATION ADMINISTRATION AND ADMINISTRATION OF MEDICAL CANNABIS TO STUDENTS	Issued: 5/1/82
Preparing Office: Office of the Superintendent	Amended: 9/15/21

- 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 website: <https://www.fcps.org/academics/health-services> 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.
- M. Medical Cannabis – Administration During School Hours or During School-Sponsored Events (For Students Only) ¹
 - 1. State law requires that a caregiver of a student who is a qualifying medical cannabis patient be permitted to administer medical cannabis to the student on school property, during school-sponsored activities, and on a school bus.
 - 2. A caregiver of a minor is defined by §13-3301, Health-General Article, *Annotated Code of Maryland*, as the minor's parent or legal guardian, and up to two additional adults designated by the parent or legal guardian.
 - 3. Before the caregiver is permitted to administer medical cannabis on school property, during school-sponsored activities, and on a school bus, the following requirements shall be met:
 - a. The student's parent/guardian shall contact the school nurse, health room technician, or other designated school personnel and the school administrator to inform the school that the student has been approved to receive treatment with medical cannabis.

¹ For medical cannabis restrictions regarding employees, see Board Policy 112

- b. The student's parent/legal guardian shall provide the school with a copy of the following:
 - i. A list of names, accompanied by copies of the Maryland Medical Cannabis Commission (MMCC)-issued caregiver identification cards for all designated caregivers of the student;
 - ii. The student's MMCC-issued patient identification card; and
 - iii. The student's written certification for medical cannabis issued by the student's certifying medical cannabis provider. Note: The school nurse does not need to verify the certifying medical provider. This is already verified by the MMCC.
 - c. The principal or designee will designate an area or specific areas within the school building in which the caregiver is permitted to administer the medical cannabis.
 - d. The student's caregiver shall administer the first dose of medical cannabis to the student outside of the school setting to monitor for any adverse reactions/adverse side effects and report any noted adverse side effects to the student's certifying medical cannabis provider and to the school nurse or health room technician.
4. For administration by a caregiver on school property, the caregiver shall:
- a. Contact the school's main office (i.e. principal or designee) upon arrival and show all required proof of identity, which includes a:
 - i. Driver's license or state-issued government photo ID, and
 - ii. MMCC-issued caregiver identification card.
 - b. Ask for the school nurse or other designated school personnel who should be contacted to coordinate the administration of the medical cannabis and provide necessary safety information.
 - c. Only remove medical cannabis within the area designated for administration.
 - d. Remove any remaining medical cannabis from school property after administering to the student.
5. For administration by a caregiver at a school-sponsored activity or on a school bus:
- a. If the school-sponsored activity takes place on school property during school hours, the above procedure applies.
 - b. If the school-sponsored activity takes place after school hours or outside of school property, or if administration of medical cannabis takes place on a school bus, a caregiver shall accompany the student. The staff person in charge of the school-sponsored activity or the school bus driver shall be given prior notice. If the medical cannabis is administered on the school bus, the caregiver shall arrange his or her own transportation after the school bus reaches its school-related destination.

6. Any method of administration of medical cannabis that includes smoking or vaping is prohibited.
7. All other forms of medical cannabis, including in the form of an oil, a tincture, a capsule, or a salve are permissible. All products shall be in their original packaging and display the label provided by the medical cannabis dispensary. (See COMAR 10.62.29.01 and .02 for the packaging and labeling requirements)

Approved:

original signed by

Theresa R. Alban
Superintendent