

## **New Story Schools of Ohio: Medication Policy Rev. 10.24**

### **Policy Statement:**

**New Story Schools is committed to providing a safe and inclusive environment for all students. This policy is designed to address the needs of students requiring medication at school in accordance with the Ohio Revised Code Section 3313.719.**

### **DEFINITIONS:**

**Administration:** removal of one dose of a medication from the original container by a nurse or trained employee and taken by the individual for whom it is prescribed.

**Adverse Reaction:** An unwanted or bad response to a medication.

**Alternative Medication/Nutritional Supplements:** Natural substances that one can obtain without a prescription and may/may not be approved by the U.S. Food and Drug Administration (FDA).

**Black Box Warning:** A warning on the label of a prescription medication to alert consumers and healthcare providers about safety concerns, such as serious side effects or life-threatening risks. A black box warning is the most serious medication warning required by the FDA.

**Designated staff:** The staff member(s) assigned by the School Administrator to handle all aspects of the Medication Policy. Where applicable, this staff member should be the school nurse.

**Dispensing:** The removal of more than one dose of a medication and packaging these doses in a separate container. Only physicians or pharmacists may dispense medications.

**Medication Administration Record (MAR), or Electronic Medication Administration Record (eMAR):** legal document that reflects the administration of prescribed medications.

**Medication Administration Training:** training by the Ohio Department of Developmental Disabilities providing three levels of certification.

**Medication Count Record:** the documentation of medication inventory in the EMR.

**Medication Transportation Form:** the documentation of any medication being transported between a student's family and school.

**Off label:** the medication is being used in a manner not specified in the FDA's approved packaging label or insert.

**Over the counter (OTC) medication:** Medicines one can buy without a prescription. (Examples: aspirin, cough medicine, cold medicine, etc.).

**Prescribers:** licensed physicians, podiatrists, dentists and optometrists, certified registered nurse practitioners (CRNP) and physician's assistants (PA); who have prescriptive authority in the state of Ohio.

**Prior Authorization:** A medication that is not automatically covered by the insurance company and requires further documentation by the physician.

**PRN (Pro Re Nata):** The administration of medication on an “as needed” basis.

**Self-Medicating:** The act of a person taking a medication independently,

**Scope:**

1. **This policy applies to all students, staff, and visitors on the premises of New Story Schools.**  
**Administration of Medication:** All medications will be administered by a school nurse or medication certified staff member. Students are not permitted to self-administer medications while at school unless an order is completed by the physician to self-carry inhalers or EpiPens.
2. **Self-Administration by Students:** A student may self-carry and administer his or her own prescription medication via inhaler or EpiPen if a medication request for the student to do so is completed by a physician and parent/guardian is on file with New Story Schools of Ohio (NSO).
3. **Delivery of Medications:** All medications, including over-the-counter medications (Tylenol, cold medicines, Benadryl, etc.), are to be delivered to the nurse or medication certified staff in their original pharmacy containers. Parents are required to hand-deliver medications to the school nurse or medication certified staff at the beginning of each school year. Locked medication bags will be used for transportation of medications to/from school throughout the year.
4. **Authorization to Dispense Medication (ADM) Form:** A completed ADM form must be completed for all medications. This form is in the enrollment packet that is filled out yearly and must be dated July 1st or after for the upcoming school year. If there is a discrepancy between the medication label on the bottle and ADM, the nurse/medication certified staff will not give the medication.
5. **Time Frames for Administration:** Medications may be administered 60 minutes prior to the administration time or 60 minutes after the administration time. Exceptions to this rule may exist, namely, student at-risk behavior preventing medication administration or another urgent program emergency. School staff members should refer to the prescriber’s order for instructions regarding times for administration. It is preferable to administer the medication as close to the ordered time as possible and close to the same time each day.
6. **Routes of Medication:** Certain medications may not be accepted for administration based on the route of administration and availability of licensed nurses.
  - Acceptable routes of medications for administration by licensed nurses and/or designated staff members who have completed the Medication Administration Training, Certification Level
    1. Orally administered medications including tablets, caplets, capsules, sprinkles.
    2. Liquid medication such as cough syrup
    3. Topical creams or ointments (exception: nitrates)
    4. Metered dose inhalers or nasal sprays
    5. Drops such as eye drops or ear drops.
    6. Injection IM administration of Epinephrine via Auto injector
    7. Transdermal medication patches
    8. G tube water

9. ix. Suppository medications
  - Acceptable routes of medications for administration by licensed nurses and/or designated staff members who have completed the Medication Administration Training, Certification Level 2:
    1. Medications administered via feeding tube, peg tube, gastrostomy tube or any other similar device
  - Acceptable routes of medications for administration by licensed nurses and/or designated staff members who have completed the Medication Administration Training, Certification Level 3:
    1. Injections – IM or SQ
  - Unacceptable routes of medications for administration by any/all school personnel:
    - i. Intravenous medications including nutritional supplementation such as hyperalimentation, pain medication, or infusions of insulin are not permitted in the school setting unless
7. **Discontinuation of Medication:** If a medication is discontinued by a physician, a written note needs to be brought to NSO by parent/guardian or faxed.
8. **\*Notification of Medication Changes:** In the event of a medication change for a student, parents or legal guardians are required to promptly notify the school administration or school nurse. If the student takes this medication at school, a new ADM will need to be completed.

**\*PLEASE SEE 8a.**

**8a. Medication Change Disclosure Policy:**

Parents/guardians are required to notify the school of any changes in their child's medication regimen, including but not limited to:

- The introduction of new medications
- Changes in dosage
- Discontinuation of medications

**Procedures**

**I. Notification Requirement**

- Parents/guardians must notify the school nurse or designated school personnel of any medication changes within 24 hours of the change.
- Notification should include the following information:
  - Student's name
  - Name of the medication
  - Dosage
  - Time and frequency of administration

- Reason for the change
- Any potential side effects to monitor

## II. **Documentation**

- A written notice must be provided by the parent/guardian, which can be delivered via email, a note, or a form provided by the school.
- The school nurse or designated personnel will document the medication change in the student's health record.

## III. **Medical Authorization**

- If the medication change requires administration during school hours, a new medical authorization form signed by a licensed healthcare provider must be submitted.
- The form should include detailed instructions for the administration of the medication.

## IV. **Emergency Contact**

- Parents/guardians must provide updated emergency contact information to ensure timely communication in case of any adverse reactions or emergencies related to the medication change.

## V. **Staff Training**

- Relevant school personnel will be informed and trained on the new medication regimen to ensure proper monitoring and support of the student.

9. **Specific Instructions for PRN (As Needed) Medications and Over the Counter Medication:** The physician needs to be as specific as possible regarding the administration of the medication, including symptoms, dosage amount, and timing of doses.
10. **Short-Term Medications:** In the case of a short-term medication such as an antibiotic, if one dose needs to be given at school, ask the physician to fill out an ADM and ask the pharmacy to provide two bottles, one for home and one for school.
11. **Supply of Medication:** Please send in at least a two-week supply of medication. All medications are kept in a locked cabinet in the nurse's office (unless it requires refrigeration, then it will be kept in the fridge in the nurse's locked office) for the safety and confidentiality of our students.
12. **Record-Keeping:** Accurate records of the administration of daily medications will be kept in the student's file for five years.
13. **End-of-Year Medication Pickup:** Parents/guardians are responsible for picking up unused prescription medications at the end of the school year. Medications cannot be sent in the mail or home with the student.

14. **Emergency Medications:** If a student has a seizure disorder, diabetes, or requires a rescue inhaler or EpiPen, a completed ADM and emergency medication supply are required for the student to attend.

This policy is designed to ensure the safe and appropriate administration of medications to students during school hours. Thank you for your cooperation in supporting the health and well-being of all our students.