
CLOVIS UNIFIED SCHOOL DISTRICT

STUDENTS

Health and Welfare

ADMINISTERING MEDICATION AND MONITORING HEALTH CONDITIONS

A. Definitions

1. “Authorized health care provider” means an individual who is licensed by the State of California to prescribe or order medication, including, but not limited to, a physician or physician assistant. (Education Code 49423; 5 CCR 601)
2. “Other designated school personnel” may include any individual employed by the District, including a nonmedical school employee, who has consented to administer the medication or otherwise assist the student, and who may legally administer the medication or assist the student. (5 CCR 601(e))
3. “Medication” may include not only a substance dispensed in the United States by prescription, but also a substance that does not require a prescription, such as over-the-counter remedies, nutritional supplements, and herbal remedies. (5 CCR 601(b))
4. “Epinephrine auto-injector” means a disposable delivery device designed for the automatic injection of a premeasured dose of epinephrine into the human body to prevent or treat a life-threatening allergic reaction. (Education Code 49414)
5. “Anaphylaxis” means a potentially life-threatening reaction due to hypersensitivity to a substance, which may result from an insect sting, food allergy, drug reaction, exercise, or other cause. Symptoms may include shortness of breath, wheezing, difficulty breathing, difficulty talking or swallowing, hives, itching, swelling, shock, or asthma. (Education Code 49414)
6. “Opioids” are drugs including, but not limited to, the illegal drug heroin, as well as prescription medications used to treat pain such as morphine, codeine, methadone, oxycodone (OxyContin, Percodan, Percocet), hydrocodone (Vicodin), fentanyl, hydromorphone (Dilaudid), and buprenorphine. (Education Code 49414.3)
7. “Drug overdose” means an acute medical condition, including, but not limited to, severe physical illness, coma, mania, hysteria or death, which is the result of consumption or use of one or more controlled substances causing an adverse reaction.
8. “Opioid antagonist” means naloxone hydrochloride or another drug approved by the federal Food and Drug Administration that, when administered, negates or neutralizes in whole or in part the pharmacological effects of an opioid in the body and that has been approved for the treatment of an opioid overdose. (Education Code 49414.3)

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9. “Regular school day” may include not only the time the student receives instruction, but also the time during which the pupil otherwise participates in activities under the auspices of the District, such as field trips, extracurricular and co-curricular activities, before-or-after school programs and camps or other activities that typically involve at least one overnight state away from home. (5 CCR 601(g))

B. Administration of Medication

Except when otherwise allowed by law, medications that require injection, have the potential for severe adverse reactions, or require patient analysis and/or dosage adjustment prior to administration shall be administered by the school nurse (certified), registered nurse, or other licensed health care professional. Such medications include, but are not limited to, Insulin.

In emergency circumstances only, when it is not possible for a school nurse, registered nurse, or other licensed health care professional to administer such medications, a school employee volunteer who is unlicensed but who has been adequately trained may administer medication in accordance with state law, board policies, and administrative regulations governing administration of medication.

C. Notifications to Parents/Guardians

At the beginning of each school year, the Superintendent or designee shall notify parents/guardians that students who need to take prescribed medication during the school day may be assisted by a school nurse, other licensed health care professionals or other designated school personnel, or allowed to self-administer certain medication as long as the District receives written statements from the student’s physician and parent/guardian in accordance with law, board policy, and administrative regulation. (Education Code 48980, 49423)

The Superintendent or designee shall inform the parents/guardians of any student on a continuing medication regimen for a non-episodic condition of the following requirements: (Education Code 49480)

1. The parent/guardian is required to inform the school nurse or other designated employee of the medication being taken, the current dosage and the name of the supervising physician, and to update the information when needed.
2. The school nurse may communicate with the student’s prescribing physician to clarify the medication order and its effects. With the parent/guardian’s consent, the school nurse may counsel school personnel regarding the possible effects of the medication on the student’s physical, intellectual and social behavior, as well as possible behavioral signs and symptoms of adverse side effects, omission or overdose.

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D. Parent/Guardian Responsibilities

Before a school nurse or other designated school personnel administers or assists in the administration of any prescribed medication to any student, or any student is allowed to carry and self-administer medication during school hours, the District shall have a written statement from the student's physician and a written statement from the student's parent/guardian. The District shall create forms for parents and physicians to use for this authorization, which shall be used by parents requesting administration at school. Except in emergency circumstances, failure to complete and submit the District's authorization form shall prohibit District employees from assisting with or administering medication. (Education Code 49423, 49423.1; 5 CCR 600)

1. Physician's Written Statement: At a minimum, the physician's written statement shall clearly: (Education Code 49423, 49423.1; 5 CCR 602)
 - a. Identify the student;
 - b. Identify the medication;
 - c. Specify the method, amount and time schedules by which the medication is to be taken;
 - d. Contain the name, address, telephone number, and signature of the physician;
 - e. Confirm that the student is able to self-administer medication in cases where a parent/guardian has requested that his/her child be allowed to self-administer medication; and
 - f. Confirm that the physician authorizes that the medication may safely and appropriately be administered by unlicensed personnel where applicable.

2. Parent/Guardian Written Statement: At a minimum, the parent/guardian's written statement shall clearly: (Education Code 49423, 49423.1, 5 CCR 603)
 - a. Identify the student;
 - b. Grant permission for the authorized District representative to communicate directly with the student's physician, as may be necessary, regarding the physician's written statement or any other questions that may arise with regard to the medication;
 - c. Contain an acknowledgment that the parent/guardian understands how District employees will administer or otherwise assist the student in the administration of medication; and
 - d. Contain an acknowledgment that the parent/guardian understands his/her responsibilities to enable District employees to administer or otherwise assist the student in the administration

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of medication including, but not limited to, the parent/guardian's responsibility to provide a written statement from the physician and to ensure that the medication is delivered to the school in a proper container by an individual legally authorized to be in possession of the medication and to provide all necessary supplies and equipment; and

- e. Contain an acknowledgement that the parent/guardian understands how he/she may terminate consent for the administration of medication to the student.
3. Carry and Self-Administer: If a parent/guardian has requested that his/her child be allowed to carry and self-administer prescription auto-injectable epinephrine or prescription inhaled asthma medication, the parent/guardian's written statement shall also: (Education Code 49423, 49423.1)
- a. Consent to the self-administration; and
 - b. Release the District and school personnel from civil liability if the child suffers an adverse reaction as a result of self-administering the medication.

The parent/guardian shall, for each new school year, provide the Superintendent or designee a new written statement from himself/herself and the child's physician. In addition, the parent/guardian shall provide a new physician statement if the medication, dosage, frequency of administration, or reason for administration changes during the school year. (Education Code 49423, 49423.1, 5 CCR 602))

Parents/guardians shall provide medications in a properly labeled, original container along with the physician's and/or pharmacist's instructions. (5 CCR 603(a)(4)) For prescribed medication, the container shall bear the name and telephone number of the pharmacy, the child's identification, name and phone number of the physician, and physician's instructions. Medications that are not in their original container shall not be accepted or administered. Medications shall be delivered to the school by the parent/guardian, unless the Superintendent or designee authorizes another method of delivery.

The parent/guardian of a student on a continuing medication regimen for a non-episodic condition shall inform the school nurse or other designated certificated employee of the medication being taken, the current dosage and the name of the supervising physician. (Education Code 49480)

E. Designation of Individual to Administer Medication

A parent/guardian may designate an individual to administer medication to his/her child as long as the individual is clearly identified, willing to accept the designation, permitted to be on the school site, and any limitations on the individual's authority are clearly established and the individual's service as a designee would not be inconsistent or in conflict with his employment responsibilities, if the individual is employed by the District. (5 CCR 604(d)).

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The parent/guardian shall complete and provide the District's written authorization form designating the individual and containing the information required above.

F. Designated Employee/District Responsibilities

The school nurse or other designated school personnel shall:

1. Administer or assist in administering the medication in accordance with the physician's written statement; (5 CCR 601)
2. Accept delivery of medication from the student's parent/guardian, including counting and recording the medication upon receipt;
3. Maintain a list of students needing medication during the school day, including the type of medication, times and dosage, as well as a list of students who are authorized to self-administer medication;
4. Maintain a medication log documenting the administration of medication which may include the student's name; name of medication the student is required to take; dose of medication; method by which the student is required to take the medication, and time the medication is to be taken during the regular school day; date(s) on which the student is required to take the medication; physician's name and contact information; and a space for daily recording of medication administration. The daily record shall contain the date, time, amount of medication administered, and signature of the individual administering the medication; (5 CCR 601(c))
5. Maintain a medication record which may include the physician's written statement, the parent/guardian's written statement, the medication log and any other written documentation related to the administration of medication to the student; (5 CCR 601(d))
6. Ensure that student confidentiality is appropriately maintained; (5 CCR 607)
7. Coordinate the administration of medication at the school site and during field trips and after-school activities;
8. Report any refusal of a student to take his/her medication to the parent/guardian;
9. Keep all medication to be administered by the District in a locked drawer or cabinet;
10. With the written consent of the parent or legal guardian of the student, communicate with the physician regarding the medication and its effects; (Education Code 49480)
11. With the written consent of the parent or legal guardian of the student, counsel school personnel regarding the possible effects of the medication on the student's physical,

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intellectual and social behavior, as well as possible behavioral signs and symptoms of adverse side effects, omission or overdose; (Education Code 49480) and

12. By the end of the school year, ensure that unused, discontinued and outdated medication is returned to the student's parent/guardian where possible or, if the medication cannot be returned, is disposed of in accordance with state laws and local ordinances. (5 CCR 609)

G. Emergency Epinephrine Auto-Injectors

The Superintendent or designee shall provide epinephrine auto-injectors to school nurses or other employees who have volunteered to administer them in an emergency and have received training. The school nurse, or a volunteer employee when a school nurse or physician is unavailable, may administer an epinephrine auto-injector to provide emergency medical aid to any person suffering, or reasonably believed to be suffering, from potentially life-threatening symptoms of anaphylaxis at school or a school activity. (Education Code 49414)

At least once per school year, the Superintendent or designee shall distribute to all staff a notice requesting volunteers to be trained to administer an epinephrine auto-injector and describing the training that the volunteer will receive. (Education Code 49414)

The principal or designee at each school may designate one or more volunteers. Designated volunteers shall receive initial and annual refresher training, which shall be provided by a school nurse or other qualified person designated by a physician authorized pursuant to Education Code section 49414 and shall be based on the standards developed by the Superintendent of Public Instruction (SPI). Written materials covering the required topics for training shall be retained by the school for reference. (Education code 49414)

The Director of Nursing Services or designee shall obtain a prescription for epinephrine auto-injectors for each school from an authorized physician. Such prescription may be filled by local or mail order pharmacies or epinephrine auto-injector manufacturers. Elementary schools shall, at a minimum, be provided one adult (regular) and one junior epinephrine auto-injector. Secondary schools shall be provided at least one adult (regular) epinephrine auto-injector, unless there are any students at the school who require a junior epinephrine auto-injector. (Education Code 49414)

If an epinephrine auto-injector is used, the school nurse or designee shall restock the epinephrine auto-injector as soon as reasonably possible, but no later than two weeks after it is used. In addition, epinephrine auto-injectors shall be restocked before their expiration date. (Education Code 49414)

Information regarding defense and indemnification provided by the District for any and all civil liability for volunteers administering epinephrine auto-injectors shall be provided to each volunteer and retained in the employee's personnel file. (Education Code 49414)

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A school may accept gifts, grants, and donations from any source for the support of the school in carrying out the requirements of Education Code section 49414, including, but not limited to, the acceptance of epinephrine auto-injectors from a manufacturer or wholesaler. (Education Code 49414)

The Superintendent or designee shall maintain records regarding the acquisition and disposition of epinephrine auto-injectors for a period of three years from the date the records were created. (Business and Professions Code 4119.2)

H. Emergency Medication for Opioid Overdose

The District may elect to make emergency naloxone hydrochloride or another opioid antagonist available at schools for the purpose of providing emergency medical aid to persons suffering, or reasonably believed to be suffering, from an opioid overdose. In determining whether to make this medication available, the Superintendent or designee shall evaluate the emergency medical response time to the school and determine whether initiating emergency medical services is an acceptable alternative to providing an opioid antagonist and training personnel to administer the medication. (Education Code 49414.3)

When available at the school site, the school nurse shall provide emergency naloxone hydrochloride or another opioid antagonist for emergency medical aid to any person exhibiting potentially life-threatening symptoms of an opioid overdose at school or a school activity. If symptoms of overdose persist, the school nurse shall provide repeat dosing as necessary until emergency medical care can be provided. Other designated personnel who have volunteered and have received training may administer such medication when a school nurse or physician is unavailable and shall only administer the medication by nasal spray or auto-injector. (Education Code 49414.3)

At least once per school year, the Superintendent or designee shall distribute to all staff a notice requesting volunteers to be trained to administer naloxone hydrochloride or another opioid antagonist, describing the training that the volunteer will receive, and explaining the right of the volunteer to rescind the offer to volunteer at any time, including after receiving training. The notice shall also include a statement that no benefit will be granted to or withheld from any employee based on the offer to volunteer and that there will be no retaliation against any employee for rescinding the offer to volunteer. (Education Code 49414.3)

The principal or designee may designate one or more volunteer employees. Designated volunteers shall receive initial and annual refresher training, based on standards adopted by the SPI, regarding the storage and emergency use of naloxone hydrochloride or another opioid antagonist. The training shall be provided at no cost to the employee, conducted during regular working hours, and be provided by a school nurse or other qualified person designated by an authorizing physician.

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Written materials provided during the training shall be retained at the school for reference. (Education Code 49414.3)

The Director of Nursing Services or designee shall obtain a prescription for naloxone hydrochloride or another opioid antagonist for each school from an authorized physician. Such prescription may be filled by local or mail order pharmacies or manufacturers. (Education Code 49414.3)

If the medication is used, the school nurse or designee, shall restock the medication as soon as reasonably possible, but no later than two weeks after it is used. In addition, the medication shall be restocked before its expiration date. (Education Code 49414.3)

Information regarding defense and indemnification provided by the District for any and all civil liability for volunteers administering naloxone hydrochloride or another opioid antagonist for emergency aid shall be provided to each volunteer and retained in the employee's personnel file. (Education Code 49414.3)

A school may accept gifts, grants, and donations from any source for the support of the school in carrying out the requirements of Education Code section 49414.3, including, but not limited to, the acceptance of the naloxone hydrochloride or another opioid antagonist from a manufacturer or wholesaler. (Education Code 49414.3)

The Superintendent or designee shall maintain records regarding the acquisition and disposition of naloxone hydrochloride or another opioid antagonist for a period of three years from the date the records were created. (Business and Professions Code 4119.8)

Adopted: 07/23/1975

Reviewed: 08/10/2005, 06/06/2007

Amended: 02/08/1982, 10/22/1986, 02/25/1987, 05/13/1992, 11/22/1993, 02/22/2001, 07/06/2009 (old AR repealed and new AR adopted), 03/25/2021 (AR 2401 renumbered as AR 5141.21)

Doc# 36759-5 (03/2021, 12/2019)