

**PLAINFIELD PUBLIC SCHOOLS**  
**ADMINISTRATION OF MEDICATION**

**Purpose**

In accordance with state law, it is the policy of the Plainfield Board of Education to allow the administration of medication in the schools and programs under its jurisdiction. This includes any program operating during the regular hours of the school day, before and after school care programs, on field trips, and sporting events.

**Definitions**

- A. “Medication” means any medicinal preparation including over-the-counter, prescription and controlled drugs.
- B. “Administration of Medication” means any of the following activities:
- Handling, storing, preparing, or pouring of medication
  - Conveying it to the student according to the medication order
  - Observing the student inhale, apply, swallow, or inject the medication as prescribed
  - Documenting that the medication was administered
  - In the case of controlled substances, counting remaining doses to verify proper administration and use
- C. “Qualified Personnel for Schools” may be any of the following who have received specialized training in the administration of medication:
- The Principal
  - The Assistant Principal
  - A designated and full-time employed teacher, occupational therapist, or physical therapist
  - In the event of a diagnosed life-threatening allergy, paraprofessionals
  - At a sporting event, coaches or licensed athletic trainers employed by the district
  - Plainfield Recreation Staff working in a before or after school care program
  - Readiness director(s), director’s designee(s), lead teachers, and school administrators of these programs
- D. “Authorized Prescribers” are:
- Licensed physician or dentist,
  - CT licensed physician’s assistant,
  - CT licensed APRN,
  - CT licensed podiatrist, or a
  - CT licensed optometrist
- E. “Self Administration of Medication” means that the medication is controlled by the student at all times and self managed by the student according to an individual medication plan

### **General Statements of Policy**

- A. The administration of medication must be done by a licensed nurse, or in the absence of such a nurse, by qualified personnel. The administration of medication by qualified personnel shall be under the general supervision of the school nurse in accordance with the individual medication plan.
- B. Required documentation for administration of any medication in school is:
1. The written order of the authorized prescriber
  2. The written permission of the parent or guardian or of the student who is aged 18 or older
  3. The written permission for the exchange of information between the prescriber and the school nurse to ensure safe administration of the medication
- C. Students who have a verified chronic life-threatening medical condition and are deemed capable to self-administer prescribed emergency medication will be permitted to self-administer such medication under specific conditions with the Principal and appropriate staff informed that the student is self-administering prescribed medication.

### **Administrative Regulations**

The Superintendent of Schools, with the advice and approval of the School Medical Advisor and the School Nurse Supervisor shall develop administrative regulations and procedures to implement this policy. These shall address the following topics:

- Administration of medication by qualified personnel
- Limitations of paraprofessionals, coaches, and athletic trainers
- School Readiness and Plainfield Recreation before- and/or after-school programs
- Training and supervision of qualified personnel
- Self-administration of medications by students
- Handling of medication error/emergency, including notification and documentation
- Handling, storage, and disposal of medications
- Documentation and record-keeping

### **Review of Policy and Regulations**

Not less than annually, this policy and its regulations and procedures, shall be reviewed and revised with the advice and approval of the School Medical Advisor and the School Nurse Supervisor.

Adopted: 6/13/90  
Reviewed: 2/12/92  
Reviewed: 3/9/94  
Revised: 6/8/11  
Revised: 1/9/13  
Reaffirm: 1/14/15