

# Policies

---

## Westerly Public Schools Administering Medication to Children

No. 5020  
page 1 of 5

---

This policy is established to govern the administration of medicine to students by school department personnel during school hours. The medication must be in a pharmacy-labeled prescription container and will be kept in the school health room or office in a locked storage cabinet. Medication may be dispensed only by school nurse-teachers, except as noted below. Medications which may be purchased over the counter are not allowed without a physician's authorization.

Parents are requested, whenever possible, to schedule the administration of medication outside of the normal school day.

### Epinephrine and Auto-Injection

17.7.1 Parents shall provide parent authorization, and filled prescription(s) (i.e., the epinephrine auto-injector(s)), and a physician's or other licensed prescriber's order, notifying the school of the student's allergy and the need to administer the epinephrine auto-injector in a case of anaphylaxis.

17.7.2 The School Nurse Teacher shall communicate the required medical information from the parent to the appropriate school personnel, including the school administrator, teachers and food service workers.

17.7.3 The school physician shall review these procedures on an annual basis, in accordance with the requirements of section 7.1, above.

17.7.4 The epinephrine auto-injector shall be used only upon the student for whom it was prescribed, in accordance with the provisions of Chapter 21-28.3, "Drug Abuse Control," of the RIGL.

17.7.5 The School Nurse Teacher shall develop an individualized emergency plan for a student at risk for anaphylaxis which includes, accessing the community's emergency medical system (i.e., "911").

17.8 Students who are treated for anaphylaxis at the school shall be transported by a licensed ambulance/rescue service promptly to an acute care hospital for medical evaluation and follow-up.

17.9 If appropriate, a child identified as being at risk for anaphylaxis should carry the epinephrine auto-injector with him at all times. If this is not appropriate, the epinephrine auto-injector shall, if necessary for the student's safety, as determined by the physician, or other licensed prescriber, be available in the classroom, cafeteria, physical education facility, health room and/or other areas where the epinephrine auto-injector is most likely to be used.

# Policies

---

## Westerly Public Schools Administering Medication to Children

**No. 5020**  
page 2 of 5

---

17.10 School personnel who have been trained in accordance with sections 17.2, 17.3, and/or 17.4, (above) are authorized to administer the epinephrine auto-injector to an identified student. If trained school personnel are not available, any willing person may administer the epinephrine auto-injector to a medically identified student. None of the requirements of this section shall preclude the self-administration of an epinephrine auto-injector by a medically identified student.

### Medication Administration

18.1 A certified school nurse-teacher shall administer medication(s) to student(s) within the public school setting except as provided in sections 18.9, 18.10, or 18.11 herein. Such a certified school nurse-teacher shall be licensed in Rhode Island in accordance with the requirements of Chapter 5-34 of the RIGL. He/she shall also be certified in accordance with the provisions of Chapter 16-21-8 of the RIGL.

18.2 A certified school nurse-teacher or other registered nurse shall administer medication to student(s) in a non-public school except as provided in sections 18.9, 18.10, or 18.11 herein. Such a registered nurse shall be licensed in Rhode Island in accordance with the requirements of Chapter 5-34 of the RIGL.

18.3 No lay person, other than a parent, shall administer medication to a student in the school setting. Exceptions: sections 17.5, 17.6, 17.10 herein (related to the administration of epinephrine).

### Provisions Related to Nurse Administration

18.4 Each dose of medication administered by a certified school nurse-teacher or other registered nurse shall be documented. Documentation shall include: date, time, dosage, route of administration and the signature of the certified school nurse-teacher or other registered nurse administering the medication or supervising the student in self-administration. In the event a dosage is not administered as ordered, the reason(s) therefore shall be noted.

18.5 All medications to be administered by the certified school nurse-teacher or other registered nurse, as provided herein, shall be kept in a secured cabinet.

18.6 A licensed provider's (with prescriptive privileges) order shall be obtained and verified by the certified school nurse-teacher or other registered nurse for all medications to be administered by the certified school nurse-teacher or registered nurse, including school physician standing orders. Verbal orders to the nurse and facsimile transmissions may be accepted. Verbal orders shall be followed up by a written order from the licensed prescriber within three (3) working days. Upon receipt, the orders shall be confirmed with the parent by the nurse.

# Policies

---

## Westerly Public Schools Administering Medication to Children

No. 5020  
page 3 of 5

---

18.7 For prescription medications, all parent authorizations and licensed provider's orders shall be renewed no less than annually by the certified school nurse-teacher or other registered nurse.

### Controlled Substances

18.8 No controlled substance shall be in the possession of or administered by anyone other than a certified school nurse-teacher, other registered nurse, licensed prescriber, or parent of the child for whom the medications have been prescribed. The medication shall be brought to the school by the parent/legal guardian in a pharmacy-labeled container.

### Prescription Medications

18.9 The Westerly Public Schools shall permit students to self-carry and/or self-administer prescription medication if the student, parent, certified school nurse-teacher or registered nurse, and licensed prescribing health care provider enter into a written agreement that specifies the conditions under which the prescription medication must be self-carried and/or self-administered. The school principal shall be informed of the existence of said agreement.

18.9.1 The Westerly Public Schools procedures related to student self-administration of prescription medications shall include the following:

18.9.1.1 All medications shall be stored in their original prescription-labeled containers.

18.9.1.2 A licensed health care prescriber's written order shall be provided.

18.9.1.3 A written parent authorization shall be obtained and verified by the certified nurse-teacher or other registered nurse.

18.9.2 A student shall be prohibited from sharing, transferring, or in any way diverting his/her own medication(s) to any other person.

18.9.3 No school teacher, school administrator, or school health personnel, or any other school personnel shall be liable for civil damages which may result from acts or omissions which may constitute ordinary negligence when a student self-carries and/or self-administers his/her own medication(s) in accordance with these rules and regulations. This immunity does not apply to acts or omissions constituting gross negligence or willful or wanton conduct.

# Policies

---

## Westerly Public Schools Administering Medication to Children

No. 5020  
page 4 of 5

---

### Inhalers

18.10 The Westerly Public Schools shall allow children to carry and use prescription inhalers while in school or at a school sanctioned function or event, when prescribed by a licensed individual with prescriptive privileges. Children who need to carry said inhalers shall provide the school with medical documentation that the inhaler has been legitimately prescribed and that the child needs to carry it on his/her person due to a medical condition. But no child shall be disciplined solely for failure to provide such documentation in advance.

18.10.1 No school teacher, school administrator, or school health personnel, or any other school personnel shall be liable for civil damages which may result from acts or omissions in the use of prescription inhalers by children which may constitute ordinary negligence. This immunity does not apply to acts or omissions constituting gross negligence or willful or wanton conduct.

### Medication Administration at Off-site School-sponsored Activities

18.11 The Westerly Public Schools shall allow students to self-carry and self-administer a day's supply of medication, including a controlled substance, during an off-site school-sponsored activity. Said medication shall be supplied by the parent and shall be stored and transported in a properly labeled container.

18.11.1 Said medication shall be supplied by the parent with a parent's written authorization for use of the medication during the off-site school-sponsored activity and shall be stored and transported in its original prescription-labeled container (in the case of a prescription medication) or its manufacturer-labeled container (in the case of a nonprescription medication).

18.11.2 In the case of a prescription medication, a licensed health care prescriber's written order shall be provided, if it is not already on file in the school.

18.11.3 A student shall be prohibited from sharing, transferring, or in any way diverting his/her own medication(s) to any other person.

18.11.4 No school teacher, school administrator, or school health personnel, or any other school personnel shall be liable for civil damages which may result from acts or omissions which may constitute ordinary negligence when a student self-carries and/or self-administers his/her own medication(s) in accordance with these rules and regulations. This immunity does not apply to acts or omissions constituting gross negligence or willful or wanton conduct.

# Policies

---

## Westerly Public Schools Administering Medication to Children

---

**No. 5020**  
page 5 of 5

Adopted: May 19, 1982  
Amended: November 10, 1995  
Amended: March 10, 2000  
Amended: March 20, 1996  
Amended: June 3, 2009

Amended: May 8, 1997  
Amended: June 29, 2005  
Amended: February 15, 2006  
Revised: January 3, 2007