

GUIDELINES FOR SPECIAL HEALTH SERVICES

Code: 507.2R

I. Medication

Medication to special education students, both prescription and nonprescription, required during school which cannot be managed otherwise shall be administered when the following are on file at school:

1. A physician's signed, dated authorization including name of the medication, dosage, administration route, time to be given at school, and reason receiving.
 2. A parent's signed and dated authorization/permission to administer the medication during school.
 3. The medication shall be in the original packaging and labeled as dispensed by the prescriber or pharmacist and shall identify the medication, strength, and time interval to be administered. Two labeled containers may be requested: one for home and one for school. If needed the physician may be contacted for clarification on medication administration.
- B. If a regular education student must take prescription medication during school, procedures 1, 2 and 3 above are to be followed before administration. If a regular education student must take nonprescription medication during school, procedures 2 and 3 above are to be followed before administration.
- C. Medication authorizations must be renewed annually and updated immediately as changes occur. An annual report to the physician and parents is recommended at a minimum.
- D. A record of each dose of medication administered shall be documented in the pupil's health record. Included are: medication, date, time, dosage, route, person administering the medication, and any unusual observations.
- E. Medication shall be stored in a locked/secure area.
- F. Medication shall be delivered to school personnel and picked up by the parent or delivered to the school in a sealed envelope. When medication is received the amount may need to be documented. Medication not claimed by the parent by the end of the school year shall be destroyed. Procedures for destroying medication shall include witness and documentation.
- G. Persons administering medication shall include the licensed registered nurse, parent, physician and persons who have successfully completed a medication administration course reviewed by the Board of Pharmacy Examiners. A medication administration course and periodic update shall be conducted by a registered nurse or licensed pharmacist and a record of course completion kept on file at school.
- H. The school nurse will inform school personnel administering medication of the benefits and side effects of the medication. If side effects are observed, this information is reported immediately to the school nurse.
- I. Individualized pupil self-administration of medication supervision and/or program needs of pupils should be emphasized.

J. Emergency procedures are recommended for medication reactions and required emergency injections.

K. The school district is advised to ensure liability insurance coverage for school personnel administering medication.

L. If administration of the medication requires ongoing professional health judgment, an individual health plan shall be developed by the licensed health personnel with the student and the student's parent.

M. Emergency protocols for medication related reactions shall be posted.

N. Medication information shall be confidential information, and shall be available to school personnel with parental authorization.

O. A written medication administration record shall be on file at school, including:

- * Date
- * Student's name
- * Prescriber or person authorizing administration
- * Medication
- * Medication dosage
- * Administration method
- * Signature and title of the person administering medication
- * Any unusual circumstances, actions or omissions

II. Special Health Services

Some students need special health services to participate in their educational program. These students shall receive special health services concomitant with their educational program. Licensed health personnel shall provide special health services under the auspices of the school. The duties of the licensed personnel include:

- to participate as a member of the education team;
- to provide the health assessment;
- to plan, implement, and evaluate the written individual health plan;
- to plan, implement, and evaluate special emergency health services;
- to serve as liaison and encourage participation and communication with health service agencies and individuals providing health care;
- to provide health consultation, counseling, and instruction to the student, the student's parent, and the staff in cooperation and conjunction with the prescriber,
 - to maintain a record of special health services;
 - to report unusual circumstances to the prescriber, parent and school administration; and
- to assign, delegate, instruct, provide technical assistance to and supervise qualified designated personnel; and update knowledge and skills to meet special health service needs.

The record of special health services shall include:

- the student's name;
- the special health service;
- the prescriber or person authorizing;

- the date and time;
- the signature and title of the person providing the special health service; and
- any unusual circumstances in the provision of such services.

Prior to the provision of special health services the following shall be on file:

- a written statement by the prescriber detailing the specific method and schedule of the special health service, when indicated;
- a written statement by the student's parent requesting the provision of the special health service;
- a written report of the preplanning staffing or meeting of the education team; and
- a written individual health plan.

Licensed health personnel, in collaboration with the education team, shall determine the special health services to be provided and the qualifications of individuals performing the special health services. The documented rationale shall include the following:

- an analysis and interpretation of the special health service needs, health status stability, complexity of the service, predictability of the service outcome, and risk of improperly performed service;
- the determination that the special health service, task, procedure, or function is part of the person's job description;
- the determination of the assignment and delegation, based on the student's needs;
- a review of the designated person's competence; and
- the determination of initial and ongoing level of supervision required to ensure quality services.

Licensed health personnel shall supervise the special health services, define the level of supervision, and document the supervision.

Licensed health personnel shall instruct qualified designated personnel to deliver and perform special health services contained in the individual health plan. Documentation of instruction and periodic updates shall be on file at the school.

Parents shall provide the usual equipment, supplies, and necessary maintenance for such. The equipment shall be stored in a secured area. Personnel responsible for the equipment shall be designated in the individual health plan.