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| **Germantown Municipal School District** | | | |
| Monitoring:  **Review: Annually, in September** | Descriptor Term:  **Administering Medicines to Students** | Descriptor Code:  **6.405** | Issued Date:  **12/09/19**  **03/06/17** |
| Rescinds:  **SP 6.405** | Issued:  **09/15/14** |

If under exceptional circumstances a student is required to receive medication during school hours in the event that a parent cannot be at school to administer the medication, only the school nurse or Principal’s designee will administer the medication in compliance with the regulations that follow:1

A. Written instructions will be signed by the parent and legal guardian and will include:

1. Student’s name
2. Name of medication
3. Purpose of medication
4. Time administered
5. Dosage
6. Possible side effects
7. Termination date for administering the medication
8. Name and phone number of student’s physician

B. The signed instruction form will be kept on file at school.

C. All medications must be brought to school by the parent or guardian, unless other arrangements have been approved by the school Principal, but under no circumstance shall a student bring the medication to school him/herself. All medication must be in its original container, whether prescription or nonprescription, and be clearly marked with student’s name, prescription number, medication name/dosage, administration route, date and refill, licensed prescriber’s name, pharmacy address and phone number. Over-the-counter medication must be in original container with ingredients listed and the child’s name affixed to the container.

D. The principal or his/her designee will:

1. Inform appropriate school personnel of the medication being taken.
2. Keep a record of the administration of medication on a designated form and keep this record on file at school.
3. Keep medication in the locked area (Exception: When District procedures are followed, students may self-carry emergency medications such as a rescue inhaler and epinephrine).
4. Return unused medication to the parent only or discard appropriately. If discarded at school, the following procedure will be followed:

a. medication will be disposed in a manner so that no student will be able to get the medication.

b. the method used, the date the medication is discarded, and the person or people involved will be documented.

E. The parents of the student must assume responsibility for informing the school principal of any change in the student’s health or change in medication.

F. Should medications of an invasive nature (ex. intramuscular, intravenous, or suppository) be required to be given by school personnel for emergency action, proper physician’s orders and instructions will be obtained and proper training will be given to appropriate personnel.

G. The school system retains the discretion to reject a request for administration of medication.

H. A copy of this procedure will be provided to the parents upon the request for administration of medication in the schools

**Self-Administration of Medication**

The provision of Tennessee Code Annotated, Section 49-5-415(a) states that a local board of education or a governing board for non-public school may permit an employee or person under contract to the board to assist in self-administration of medications, under the following conditions:

(1)(A) The student must be competent to self-administer nonprescription or prescription medication with assistance;

(B) The student’s condition, for which the medication is authorized or prescribed, must be stable;

(C) The self-administration of the medication must be properly documented;

(D) Guidelines, not inconsistent with this section, for the assistance in self-administration of nonprescription or prescription medication by personnel in the school setting, developed by the Department of Health and Education and approved by the board of nursing, must be followed;

(E) The student’s parent or guardian must give permission in writing for school personnel to assist with self-administration of medications. The written permission shall be kept in the student’s school records; and

(F) Assistance with self-administration shall primarily include storage and timely distribution of medication.

All training of school personnel providing assistance with self-administration of medications shall be done by a registered nurse employed by or contracted by Germantown Municipal School District. Training for school personnel in the assistance with self-administration of medications shall be repeated annually, and competencies shall be documented in the employee personnel file.

T.C.A. § 49-49-415 (a)(3) requires that any person assisting in self-administration of medication or performing health care procedures, including administration of medication under the section, and any local board or governing board of nonpublic school authorizing the self-administration of medications of the performance of health care procedures shall not be liable in any court of law for injury resulting from the reasonable performance of the health care procedures, including administration of medications, if performed pursuant to the polices and guidelines developed by the Department of Health and Education and approved by applicable regulatory or governing boards or agencies.

**Student with Pancreatic Insufficiency or Cystic Fibrosis**2

Students diagnosed with pancreatic insufficiency or cystic fibrosis shall be permitted to self-manage their prescribed medication in a manner directed by a licensed healthcare provider without additional assistance or direction. The Director of Schools shall develop produces for the development of both an Individualized Health Care Plan (IHP) and an Emergency Care Plan (ECP) that conforms to state law for every student with pancreatic insufficiency or cystic fibrosis that wishes to self-medicate.

**Administration of Adrenal Insufficiency Medication**3

“Adrenal Insufficiency” means a hormonal disorder that occurs when the adrenal glands do not produce enough adrenal hormones.

“Adrenal Crisis” means a sudden, severe worsening of symptoms associated with adrenal insufficiency, such as severe pain in the lower back, abdomen or legs, vomiting, diarrhea, dehydration, low blood pressure, or loss of consciousness.

GMSD employees who have successfully completed educational training in the treatment of adrenal insufficiency may administer medications that treat adrenal insufficiency as prescribed by the student’s licensed health care provider. In an emergency situation when a licensed health care professional is not immediately available, GMSD employees that are not health care professionals may administer the medication to the student if the student is suffering an adrenal crisis. GMSD employees shall not administer adrenal insufficiency medications unless they have received appropriate training to administer the medication.

Parents and students must follow the “General Medication Administration Guidelines” set forth above.

GMSD shall annually offer training to GMSD employees who volunteer to administer adrenal insufficiency medications in emergency situations when a licensed health care professional is immediately available. All health care professionals employed by and/or contracted by GMSD shall receive educational training in the treatment of adrenal insufficiency.

The training shall be conducted under the supervision of a physician or nurse practitioner or any other health care professional licensed by State law. The training shall include, at a minimum, the following subjects:

1. General information about adrenal insufficiency and the dangers associated with adrenal insufficiency;
2. Recognition of the symptoms of a person who is experiencing an adrenal crisis;
3. The types of medications that are available for treating adrenal insufficiency; and
4. Proper administration of medications that treat adrenal insufficiency.

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| Legal References |  |
| 1. TCA 49-50-1602, *et seq.* 2. TCA 49-50-1601; State Board of Education Policy 4.205 3. TRR/MS 0520-01-13; State Board of Education Policy 4.205 |  |