

**SPRINGFIELD PUBLIC SCHOOLS**  
**Springfield, New Jersey 07081**

**POLICY: ADMINISTERING MEDICATION**

The Board shall not be responsible for the diagnosis and treatment of pupil illness. The administration of prescribed medication to a pupil during school hours will be permitted only when failure to take such medicine would jeopardize the health of the pupil, or the pupil would not be able to attend school if the medicine were not made available to him/her during school hours. For purposes of this policy, "medication" shall include all medicines prescribed by a physician for the particular pupil, including emergency medication in the event of bee stings, and all non-prescription "over-the-counter" medication.

Before any medication may be administered to or by any pupil during school hours, the Board shall require the written request of the parent/guardian which shall give permission for such administration and relieve the Board and its employees of liability for administration of medication. In addition, for prescribed medication, the Board requires the written order of the prescribing physician which shall include:

- A. The purpose of the medication;
- B. The dosage;
- C. The time at which or the special circumstances under which medication shall be administered;
- D. The length of time for which medication is prescribed;
- E. The possible side effects of the medication.

Both documents shall be kept on file in the office of the school nurse. The district medical inspector shall develop procedures for the administration of medication which provide that:

- A. All medications whether prescribed or over-the-counter shall be administered by the school nurse, the parent/guardian or the pupil himself/herself where the parent/guardian so permits and the school nurse is present;
- B. Medications shall be securely stored and kept in the original labeled container;

- C. The school nurse shall maintain a record of the name of the pupil to whom medication may be administered, the prescribing physician, the dosage and timing of medication and a notation of each instance of administration;
- D. All medications shall be brought to school by the parent/guardian or adult pupil and shall be picked up at the end of the school year or the end of the period of medication, whichever is earlier;
- E. A student may self-administer medication without supervision of the school nurse for asthma or other life-threatening illnesses. "Life-threatening illness" has been defined as an illness or condition that requires an immediate response to specific symptoms or sequelae that if left untreated may lead to potential loss of life such as, but not limited to, the use of an inhaler to treat an asthma attack or the use of an adrenalin injection to treat a potential anaphylactic reaction.

### **Pupil Self-Administration of Medication**

The Board shall permit self-administration of medication for asthma or other potentially life-threatening illnesses by pupils both on school premises during regular school hours and off-site or after regular school hours when a pupil is participating in field trips or extracurricular activities. Life-threatening illness means an illness or condition that requires an immediate response to specific symptoms or sequel that may indicate the potential loss of life; e.g., adrenaline injection in response to anaphylaxis.

Parents/guardians of the pupil must meet the following conditions:

- A. Provide the Board with written authorization for the pupil's self-administration of medication;
- B. Provide written certification from the pupil's physician that the pupil has asthma or another potentially life-threatening illness and is capable of and has been instructed in the proper method of self-administration of medication;
- C. Sign a statement acknowledging that the district shall incur no liability as a result of any injury arising from the self-administration of medication by the pupil and that the parents/ guardians shall indemnify and hold harmless the district and its employees or agents against any claims arising out of the self-administration of medication by the pupil.

The Board shall:

- A. Inform the pupil and his/her parents/guardians that permission is effective for the school year for which it is granted and must be renewed for each subsequent school year upon fulfillment of requirements listed above;
- B. Inform parents/guardians in writing that the district and its employees or agents shall incur no liability as a result of any injury arising from the self-administration of medication.
- C. Maintain the right to revoke a pupil's permission to self-medicate if he/she has failed to comply with all conditions of this policy and/or has violated in any way the tenets of the agreement to self-medicate. The Chief School Administrator shall confer with the school physician and school nurse prior to recommending termination of a pupil's permission to self-medicate and shall also consult with the pupil, the pupil's parents/guardians and the pupil's physician.

The Board will permit the self-administration of medication during a field trip only for asthma and other potential life-threatening illnesses by pupils in all grades upon written approval of parents/guardians. All conditions established by law and Board policy shall be met.

#### EMERGENCY ADMINISTRATION OF EPINEPHRINE

The Board shall permit the school nurse or medical inspector to administer epinephrine via epinephrine via a pre-filled auto-injector mechanism in emergency situations. In their absence, a designee or designees who are employees of the Board may do so.

The designees must be properly trained by the school nurse in the administration of the epinephrine via a pre-filled auto-injector mechanism using the standardized training protocol designated by the State Department of Education. Each designee shall receive individual training for each pupil for whom he/she is designated.

The Board shall inform the pupil's parents/guardians in writing that if the specified procedures are followed, the district, its employees and agents shall have no liability as a result of any injury arising from the administration of the epinephrine via a pre-filled auto-injector mechanism to the pupil.

Parents/guardians shall provide the Board with the following:

- A. Written orders from the physician that the pupil requires the administration of epinephrine for anaphylaxis and does not have the capability for self-administration of the medication;
- B. Written permission for the administration of epinephrine via epinephrine via a pre-filled auto-injector mechanism by the school nurse or designee(s);

- C. A signed statement acknowledging their understanding that if the specified procedures are followed, the district shall have no liability as a result of any injury arising from the administration of the epinephrine via a pre-filled auto-injector mechanism by the school nurse or designee(s) to the pupil and that the district, its employees, and agents shall be indemnified and held harmless against any claims arising out of the administration of the epinephrine via a pre-filled auto-injector mechanism to the pupil.

Permission for the administration of epinephrine via epinephrine via a pre-filled auto-injector mechanism shall be granted annually and must be renewed each school year upon the fulfillment of the above requirements.

The Board shall allow Epinephrine to be administered via EpiPen to students in emergencies on field trips, *athletic/ after school activities* or by the school nurse, his/her designee(s), the student's parent or guardian or the student himself/herself, and /or other authorized medical personnel in accordance with this policy. *Parents are responsible to notify the school nurse and /or building principal in writing if their child attends any of these functions sponsored by the Springfield Board of Education.*

## **Implementation**

The Board shall adopt regulations on all aspects of the administration of medication.

### **Legal References:**

- N.J.S.A. 18A:11-1 General mandatory powers and duties  
N.J.S.A. 18A:40-1 Employment of medical inspectors, optometrists and nurses;  
salaries; terms; rules  
N.J.S.A. 18A:40-3.2 et seq. Medical and Nursing Personnel  
N.J.S.A. 18A:40-4 Examination for physical defects and screening of hearing of  
pupils  
N.J.S.A. 18A:40-7 Exclusion of pupils who are ill  
N.J.S.A. 18A:40-12.3 Self-administration of medication by pupil; conditions  
N.J.S.A. 18A:40-12.5 Policy for emergency administration of epinephrine to  
public school pupils  
N.J.S.A. 18A:40-12.6 Administration of epinephrine; primary responsibility;  
parental consent  
N.J.S.A. 18A:40-12.7 Nebulizer  
N.J.S.A. 18A:40-12.8 Administration of asthma medication by school nurse through  
nebulizer; training; pupil asthma treatment plan  
N.J.S.A. 18A:54-20 Powers of board (county vocational schools)  
N.J.S.A. 45:11-23 Definitions N.J.A.C. 6A:16-1.1 et seq. Programs to Support Student  
Development

Bernards Township Education Association v. Bernards Township Board  
Education, 1981 S.L.D. (9/29/81), aff'd State Board, 1982 S.L.D. 4/7/82,  
aff'd App. Div., unpublished opinion (A-4211-81T3, 5/18/83)

Communications Workers of America, Local 1033, On behalf of Karen Norton,  
Barbara Woolston, Mary Ellen Schoen et al. v. New Jersey State  
Department of Education, Marie H. Katzenbach School for the Deaf, State  
Board Docket #52-91

Policy Advisory #1 on N.J.S.A. 18A:40-12.3 et seq. Self-Administration of  
Medication By a Pupil, New Jersey State Department of Education, June 5,  
1995.

Protocol and Implementation Plan for the Emergency Administration of  
Epinephrine by a Delegate Trained by the School Nurse, New Jersey State  
Department of Education, October, 1998 P.L. 2007, c. 57 amends  
N.J.S.A. 18A-40-12 to encourage recruitment and training of additional  
school employees to administer epinephrine and the placement of a pupil's  
prescribed epinephrine in a secure but unlocked location easily accessible  
by the school nurse and designees to ensure prompt availability in the event  
of an allergic emergency at school or at a school-sponsored function.

**Cross References:**

5131.6 Drugs, alcohol, tobacco (substance abuse)  
5141.2 Illness  
5141.3 Health examinations and immunizations  
6153 Field trips

Adopted: June 24, 1991  
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Revised: August 17, 2009