

**AUTHORIZATION FOR ADMINISTRATION OF MEDICATIONS AT SCHOOL
INCLUDING FIELD TRIPS AND AFTER SCHOOL ACTIVITIES**

Nurses (SNT, SN, LPN) practicing in schools are governed by laws and regulations that relate to health and education. Primary consideration must be given to New York Education Law, Article 139 Nursing (Nurse Practice Act). Under the provisions of the Nurse Practice Act, a registered professional nurse will execute “medical regimens prescribed by a licensed physician, dentist or other health care provider legally authorized under Title VIII of Education Law. A nursing regimen shall be consistent with and shall not vary from any existing medical regimen.”

I. Administration of Medications

A. May be administered by:

1. The school employed licensed professional (i.e. School Nurse Teacher, School Nurse, LPN, PA, NP, Physician)
2. Parent or person in parental relationship for example grandparent/guardian with legal guardianship who is actively raising the child
3. Coach with appropriate training by the SN/SNT
4. Self directed student

B. May NOT be administered by:

1. Any school employee that is not listed as a member of the paraprofessional staff in the School Health Services Personnel Manual (i.e. Teacher, Administrator, Bus driver)

II. Self Directed Student

A. Definition

1. Consistently able to:

- ✓ identify his/her own bottle by name
- ✓ identify the correct medication
- ✓ identify the purpose of the medication
- ✓ know the correct dosage and route of administration

2. Demonstrates the correct use/administration of medication to school employed license professional

3. Able to self medicate under the observation of a non-licensed individual defined as a member of the paraprofessional staff in the School Health Services Personnel Manual

- ✓ non-licensed individual will assist by unlocking and locking the medication drawer/cabinet
- ✓ non-licensed individual will observe the process of the student self-medicating
- ✓ school employed licensed professional will cosign the medication administered by the student upon return to the office

B. Field Trip Procedure

1. Parent must provide a prescription bottle for the field trip.
2. School employed licensed professional will prepare one dose of the prescribed medication
3. Teacher or Parent may:
 - ✓ hand student his/her bottle

- ✓ ask student to identify name, medication, time, dose, and route of administration
- ✓ assist with cap or water if necessary
- ✓ observe the procedure

C. After School Activities

1. School employed licensed professional WILL NOT be available after school hours
2. Parent will provide oral dose of medication at activity
3. Student may self administer an inhaler, epi-pen or insulin as needed

III. Non-Self-Directed Student

A. Definition

1. Consistently UNABLE to:
 - ✓ identify his/her own bottle by name
 - ✓ identify the correct medication
 - ✓ identify the purpose of the medication
 - ✓ know the correct dosage and route of administration
 - ✓ identify the time the medication is to be taken
2. Consistently UNABLE to demonstrate one or more of the specified responsibilities

B. Field Trip Procedures

1. School employed licensed professional
 - ✓ advise teacher and parent of policy and procedure
 - ✓ will attend the field trip if parent unable to attend and ONLY if a replacement is available for the nurse's office that would be left vacant. If nurse and parent are unable to attend, the field trip must be cancelled or rescheduled.
2. Teacher:
 - ✓ has no direct role in the administration of medications
3. Parent attends field trip
 - ✓ provides medication
 - ✓ administers medication to his/her own child

C. After School Activities

1. Parent:
 - ✓ attends after school activity
 - ✓ provides medication and administers to his/her own child
2. Teacher:
 - ✓ has no direct role in the administration of medications
3. School employed licensed professional
 - ✓ available for administration of medications in the nurse's office for tenth period (2:12 p.m. – 2:45 p.m.), Monday – Thursday in Middle School and High School ONLY
 - ✓ not available for tenth period in Middle School and High School on Fridays
 - ✓ Primary and Intermediate Nurse's offices close with the end of the school day