



**Student Policies BP 11-08
Administration of Medications and Emergencies**

The following policy regarding the administration of medications is applicable when the staff of **Gateway Community Charters Schools** is responsible for the administration of, or assisting in the administration of, medication to students attending school during regular school hours, including before- or after-school programs, field trips, extracurricular and co-curricular activities, and camps or other activities that typically involve at least one overnight stay away from home, because administration of the medication is absolutely necessary during school hours and the student cannot self-administer or another family member cannot administer the medication at school.

Requirements for Administration or Assistance: Before the GCC Schools allow a student to carry and self administer prescription medication or have authorized School personnel administer medications or otherwise assist a student in administering his or her medication, the School must complete: **Parent/Physician Authorization for the Administration of Medication at School Form.**

New statements by the parent/guardian and the authorized health care provider shall be required annually and whenever there is a change in the student's authorized health care provider, or a change in the medication, dosage, method by which the medication is required to be taken or date(s), or time(s) the medication is required to be taken. If there is not a current written statement by the student's parent or guardian and authorized health care provider, the GCC School may not administer or assist in administration of medication. The GCC School will provide each parent with a reminder at the beginning of each school year that they are required to provide the proper written statements.

Parent(s)/guardian(s) of students requiring administration of medication or assistance with administration of medication shall personally deliver (or, if age appropriate, have the student deliver) the medication for administration to the Principal or designee.

The GCC School shall provide a response to the parent/guardian within 10 business days of receiving the request for administration and the physician statement regarding which School employees, if any, will administer medication to the student, and what the employees of the GCC School will do to administer the medication to the student or otherwise assist the student in the administration of the medication.

Parent(s)/guardian(s) of students who have previously provided consent for the GCC School to administer medication or assist a student with the administration of medication may terminate consent by providing the GCC School with a signed written withdrawal of consent on a form obtained from the school office.

A nurse who is employed by the GCC School and certified in accordance with Education Code section 44877 will administer or assist in administering the medication to students. If not available, a designated GCC School employee who is legally able to and has consented to administer or assist in administering the medication to students will administer the medication or otherwise assist the students.

Medication for administration to students shall be maintained in the office of the GCC School nurse or school designee in a locked cabinet. It shall be clearly marked for easy identification. If the medication requires refrigeration, the medication shall be stored in a refrigerator in a locked office, which may only be accessed by the GCC School nurse and other authorized personnel. If stored medication is unused, discontinued or outdated, the medication shall be returned to the student's parent/guardian where possible. If not possible, the GCC School shall dispose of the medication by the end of the school year in accordance with applicable law.

GCC School personnel with knowledge of the medical needs of students shall maintain the students' confidentiality. Any discussions with parents/guardians and/or authorized health care providers shall take place in an area that ensures student confidentiality. All medication records or other documentation relating to a student's medication needs shall be maintained in a location where access is restricted to the GCC School Principal, the GCC School nurse or other designated GCC School employees.

The GCC School shall maintain a medication record for each student that is allowed to carry and self-administer medication and for each student to whom medication is administered or other assistance is provided in the administration of medication.

The medication record shall contain the following: 1) The authorized health care provider's written statement; 2) The written statement of the parent/guardian; 3) A medication log (see below); 4) Any other written documentation related to the administration of the medication to the student or otherwise assisting the pupil in the administration of the medication.

The medication log shall contain the following information: 1) Student's name; 2) Name of the medication the student is required to take; 3) Dose of medication; 4) Method by which the pupil is required to take the medication; 5) Time the medication is to be taken during the regular school day; 6) Date(s) on which the student is required to take the medication; 7) Authorized health care provider's name and contact information; and 8) A space for daily recording of medication administration to the student or otherwise assisting the student, such as date, time, amount, and signature of the individual administering the medication or otherwise assisting in administration of the medication.

If a material or significant deviation from the authorized health care provider's written statement is discovered, notification as quickly as possible shall be made as follows: 1) If discovery is made by a licensed health care professional, notification of the deviation shall be in accordance with applicable standards of professional practice; 2) If discovery is made by an individual other than a licensed health care professional, notification shall be given to the GCC School Principal or designee, the student's parent/guardian, any GCC School employees that are licensed health care professionals and the student's authorized health care provider.

Specialized Physical Health Care Services for Individuals with Exceptional Needs:

The following individuals may assist students with exceptional needs who require specialized physical health care services during the regular school day:

- Qualified persons who possess an appropriate credential.
- Qualified designated GCC school personnel trained in the administration of specialized physical health care. Services must:
 - Be routine for the pupil;
 - Pose little potential for harm for the pupil;
 - Be performed with predictable outcomes, as defined in the Individualized Education Program of the pupil;
 - Not require a nursing assessment, interpretation, or decision making by the designated school personnel
- Persons providing specialized physical health care services for students with exceptional needs shall demonstrate competence in basic cardiopulmonary resuscitation and shall be knowledgeable of the emergency medical resources available in the community in which the services are performed.

Specialized health care or other services for students with exceptional needs that require medically related training shall be provided pursuant to the procedures identified in this policy generally.

Specialized physical health care services include catheterization, gastric tube feeding, suctioning or other services that require medically related training.

Emergencies

First Aid and CPR

Teachers who are certified in first aid and CPR may be re-certified every year in either first aid or CPR. Every GCC School has a First Aid Kit containing appropriate supplies. First aid will be administered whenever necessary by trained staff members. When necessary, the appropriate emergency personnel will be called to assist.

Resuscitation Orders

GCC School employees may be trained to respond to emergency situations without discrimination. If any student needs resuscitation, trained staff shall make every effort to resuscitate him/her. The GCC School does not accept or follow any parental or medical “do not resuscitate” orders. GCC School staff should not be placed in the position of determining whether such orders should be followed. The GCC School Principal, or his/her designee, shall ensure that all parents/guardians are informed of this policy.

Emergency Contact Information

For the protection of a student's health and welfare, the GCC School shall require the parent/guardian(s) of all students to keep current with the School emergency information including the home address and telephone number, business address and telephone number of the parent/guardian(s), and the name, address and telephone number of a relative or friend who is authorized to care for the student in any emergency situation if the parent/guardian cannot be reached.

Emergency Aid to Students with Anaphylactic Reaction

The GCC School may provide emergency epinephrine auto-injectors to trained GCC School personnel and those trained personnel may use those epinephrine auto-injectors to provide emergency medical aid to persons suffering from an anaphylactic reaction. Parents of students who have food or bee sting allergies shall be encouraged to supply their students with epinephrine injectors.

The GCC School Principal shall create a plan addressing the following issues: 1) Designation of the individual(s) who may provide the training for administration of emergency epinephrine auto-injectors; Documentation as to where the medication is stored and how the medication will be made readily available in case of an emergency.

Board approved: December 16, 2008