

Policy 6.007. ADMINISTRATION OF MEDICATIONS POLICY

It is the policy of Cooperative Educational Services (C.E.S.) that students who require any medications to be administered during school hours, including school readiness hours and official school activities, shall be given said medication only with; 1) the specific written order of the authorized prescriber prescribing the medication and 2) the written authorization of the parent, guardian or student over the age of eighteen (18) years. Exceptions to this include medications identified annually by the written standing orders of the C.E.S. medical advisor and written authorization of the parent or guardian or student over the age of eighteen years.

The administration of medications (except those approved for self-administration,) shall be by the school nurse, or in the absence of such nurse, by a school administrator, director or director's designee of the School Readiness Program or teacher or a licensed occupational or physical therapist or coaches and licensed athletic trainers during intramural and interscholastic athletics employed by C.E.S. Any school administrator, director or director's designee or teacher or a licensed occupational or physical therapist or coaches and licensed athletic trainers during intramural and interscholastic athletics designated to administer medication will receive training as to safe administration of medication. The administration of medication by a school administrator, director or director's designee or teacher or a licensed occupational or physical therapist or coaches and licensed athletic trainers during intramural and interscholastic athletics shall be under the general supervision of the school nurse.

The school nurse and the school medical advisor may jointly approve, **train**, and provide general supervision to a designated school paraprofessional to administer medication, including but not limited to, a cartridge injector, to a specific student with a medically diagnosed allergic condition that may require prompt treatment to protect the student against serious harm or death. Such medication will only be given by the paraprofessional with the specific written order of an authorized prescriber and the written authorization of the parent, guardian or student over the age of eighteen (18) years.

In the case of epinephrine, the school nurse and the school medical advisor may jointly approve, train, and provide general supervision to a designated school administrator, director or director's designee of the School Readiness Program or teacher or a licensed occupational or physical therapist or coaches and licensed athletic trainers during intramural and interscholastic athletics or school paraprofessional to administer epipens to a student who experiences an allergic reaction even if the student does not have a prior written authorization for the administration of epinephrine in emergency first aid situations. A student's parent or guardian may submit a written directive to the school nurse to prohibit the administration of epinephrine to their child. In addition, a qualified school employee may only administer an epipen when the school nurse is not available and has had the required annual training.

Students who have a verified chronic medical condition and are deemed capable to self-administer prescribed emergency medication, including asthma inhalers and cartridge injectors for medically-diagnosed allergies may self-administer such medications. C.E.S. may also permit such students to self-administer other medications, excluding controlled drugs as defined in Section 10-212a-1 of the Regulations of Connecticut State Agencies. C.E.S. will accept requests for a student to self-administer medication during school hours, school readiness hours and official school activities only if accompanied by an authorized prescriber's written order for self-administration and written authorization for self-administration of medication from the student's parent or guardian or student over the age of eighteen (18) years. Such request will be reviewed and evaluated by the school nurse and school administrator. Approval for self-administration of medication will be granted by the school nurse and school administrator only if a) it is determined appropriate for the student to self administer the medication; b) the student can maintain control of the medication in a safe and appropriate manner; and c) a plan for general supervision by the school nurse of self-administration of medication by said student is established. All C.E.S. programs shall adhere to the State Regulations for administration of medication by school personnel in accordance with Connecticut General Statutes, including all statutes and regulations concerning immunity.

REFERENCES: 10-212(a) CGS *Administration of Medications by School Personnel and Administration of Medication During Before and After-School Programs and School Readiness Programs.*
P.A. No. 03-211 *An Act Concerning the Provision of Medical Care for Students' Health Care Needs*

P.A. No. 14-176 *Administration and Storage of Epinephrine*

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Policy 6.007A. Procedures for Administration of Medications

Procedures for administration of medications by school personnel are established by the C.E.S Representative Council and reviewed biennially, with advice and assistance from the supervisor of health services and approved by the C.E.S. school medical advisor.

Procedures for administration of medications to students shall be adhered to as follows:

1. Personnel

1a. Medication shall be administered by the school nurse or in the absence of such nurse, by a school administrator or teacher; the director or director's designee of the School Readiness Program or a licensed occupational or physical therapist or coach of intramural and interscholastic athletics trained in the administration of medication and designated by the school administrator. Personnel giving medications (other than the school nurse) shall be trained and monitored by that nurse and shall, on at least an annual basis, receive training in the safe administration of medication. Only those school administrators, director or director's designee; teachers or licensed occupational or physical therapists or coaches of intramural and interscholastic athletics trained in the safe administration of medication are allowed to administer medication. School administrators, director or director's designee, teachers, licensed occupational or physical therapists or coaches of intramural and interscholastic athletics may administer oral, topical, or inhalant medications. Injectable medications may be administered by a school administrator director or director's designee, or teacher or a licensed occupational or physical therapist or coach of intramural and interscholastic athletics only to a student with a medically diagnosed allergic condition which may require prompt treatment to protect the student against serious harm or death. School administrators, director or director's designee, teachers, licensed occupational or physical therapists and coaches of intramural and interscholastic athletics may not administer investigational drugs.

1b. Licensed practical nurses may administer medications to students under C.E.S. policy after the medication plan has been established by the school nurse and if they can demonstrate evidence of one of the following:

- 1) training in the administration of medications as part of their basic nursing programs;
- 2) successful completion of a pharmacology course and subsequent supervised experiences, or
- 3) supervised experienced in medication administration while employed in a health care facility.

1c. A school paraprofessional may administer medication (including medication administered with a cartridge injector) to a specific student with a medically diagnosed allergic condition **or a student who does not have a prior written authorization for the administration of epinephrine** that may require prompt treatment in order to protect the student against serious harm or death. The school paraprofessional may only administer medication for that student with 1) a written authorization of the student's parent or guardian 2) written orders from the authorized prescriber, 3) approval from the school nurse along with the medical

advisor to administer the medication and 4) be trained in the administration of that medication. **An exception to these rules is in an emergency first aid situation, a trained school paraprofessional, in absence of the school nurse or program administrator, may administer epinephrine to a student that experiences an allergic reaction even if the student does not have a prior written authorization.**

1d. On an annual basis the C.E.S. shall review the need for administering medication to students in the School Readiness Program. A determination will be made as to the level of nursing services needed to ensure the safe administration of medication. The school nurse shall identify with the Director of the School Readiness program if any students need to receive medication during program hours. If such a need exists, the school nurse and Director of the School Nurse shall identify those personnel who will administer the medication. Those personnel shall be appropriately trained by the school nurse and supervise the administration of the medication.

2. Administration During School Hours, School Readiness Hours and School Activities

2a. Medication which shall be administered during school hours and school readiness hours includes any medication pursuant to the written order of an authorized prescriber and the written authorization of a parent or guardian of such child that must be administered during the hours that school is in session or during the hours of an official school activity. Over the counter medication will not be administered by school personnel unless specifically ordered by an authorized prescriber. Acetaminophen may be given during school hours or during the hours of an official school activity in accordance with the written standing orders of the C.E.S. medical advisor and the written authorization of a parent or guardian of such child or student over the age of eighteen.

2b. No medication will be administered during school hours or school readiness hours if the desired effect can be achieved by administering the medication outside of school. Contact will be made with parents/guardians and/or the authorized prescriber if question arise as to the need for a student to receive medication during school hours. If necessary for the well-being of the student to receive the medication during school hours or school readiness hours, arrangements will be made to do so. If it is deemed inappropriate by C.E.S. administrators and C.E.S. medical personnel to administer such medication during school hours or school readiness hours,, the parent and authorized prescriber will be so notified.

2c. Requests for a student to self-administer medication during school hours and official school activities will be submitted to and reviewed by the school nurse and school administrator. Requests must be

accompanied by an authorized prescriber's written order for self-administration and written authorization from the student's parent or guardian or a student over the age of eighteen (18) years. Approval of the request will be given if the student has demonstrated to the school nurse, the ability to self-administer medication in a safe and appropriate manner. The student must minimally be able to identify and select the appropriate medication by size, color, amount or other label identification and know the frequency and time of the day for which the medication is ordered. The student must be able to identify the presenting symptoms that require medication and be able to administer the medication appropriately. The student must demonstrate the ability to keep the medication in a safe and appropriate manner through out the school day. The student must cooperate with the established medication plan and seek adult supervision whenever warranted.

2d. The school nurse shall review the request for self-administration including the medication order from the physician and the parental authorization. The school nurse shall develop an appropriate plan for self-administration including plans for general supervision. The school nurse shall document the approved medication plan in the student's health record and inform the school administrator, school readiness director and other appropriate personnel that the student is self-administering prescribed medication. The plan for the student's safe transportation and maintenance of approved medication shall be included in the medication plan; documented in the student's health record and be shared with appropriate personnel.

2e. Such approval may be rescinded at any time by the School Administrator/School Nurse if it is deemed that the student has not carried-out the prescribed plan. The parent of the student and the prescribing physician will be informed of this decision and specific reasons which have led to revoking approval for the self-administration of medication.

2f. Unauthorized self-administration of medications by students shall subject the student to discipline pursuant to C.E.S.' Policies and Administrative Regulations for Chemical Health and Student Substance Abuse and C.E.S.' Policies and Administrative Regulations for Student Discipline and Dismissal Actions from C.E.S. Programs.

3. Written Authorization

3a. Medication will only be administered after the school program has received a written order from an authorized prescriber. The written order for said medication shall minimally specify the name of the drug and the dose, the route of the dose, the time(s) of school administration, and the duration of the order. The order shall be signed and dated by the authorized prescriber. The order from the authorized prescriber shall

be renewed on at least an annual basis. Any changes in the original order for a medication must be received in writing and signed by the authorized prescriber. A verbal order, including telephone order for changes in medication, can be received only by a school nurse. Such verbal orders must be followed by written orders within three (3) school days.

C.E.S. will provide to parents and guardians the “Authorization for Administration of Medication by School Personnel” forms. These forms should be used to obtain appropriate authorization from the authorized prescriber. The signed forms must be received by the school nurse, or in his/her absence, the school administrator. Prior to the medication being administered during the school hours, the signed forms and medication must be reviewed by the school nurse.

3b. Acetaminophen will be administered after the school program has received a written standing order from the C.E.S. medical advisor and written authorization from parent or guardian or student over the age of 18 years. The standing order will be renewed on at least an annual basis. The standing order from the medical advisor shall specify the specific medication to be given, the dose to be given based upon the age and weight of the student and the symptoms for which the medication can be given. The standing order will also specify the number of doses that can be given for each instance of presenting symptoms.

4. Parental or Guardian Consent

4a. Parental or guardian consent to have school personnel administer medication must accompany the authorized prescriber’s order. If there is any change during the school year, in the original order for a medication, a new order will be necessary. Parent or legal guardian must assume total responsibility for replenishing and keeping track of the amount remaining of their child’s medication. Consent from parent or guardian must be renewed on at least an annual basis.

4b. Consent from the parent or guardian must be received prior to giving a student the aspirin substitute acetaminophen in accordance with the standing orders of the C.E.S. medical advisor. Consent from parent or guardian must be renewed on at least an annual basis. The school nurse will keep a supply of the specific acetaminophen ordered by the medical advisor. **In the case of a medical emergency, a school nurse or trained qualified employee may administer epinephrine (epipens) without prior parental or guardian consent unless the parent or guardian provides a written directive prohibiting the administration of epinephrine.**

5. Handling, Storage and Disposal of Medication

5a. All medication, except those approved for self-medication and those authorized by standing orders from the medical advisor, shall be delivered to school by the parent, legal guardian or other responsible adult and received by the school nurse or school administrator. The school nurse must examine on-site any new medication; medication order and permission form and develop a plan of administration before any medication is given by any school personnel. The school nurse will ensure that the acetaminophen authorized for administration by the standing orders of the medical advisor is obtained and examined on-site.

5b. All medications approved for administration by school personnel shall be stored in a designated locked cabinet, container or closet used exclusively for the storage of medicine. Except as otherwise determined by a student's emergency care plan, emergency medications shall be stored in an unlocked, clearly labeled and readily accessible cabinet or container in the health room during school hours under the general supervision of the school nurse, or in the absence of the school nurse by the school administrator or the school administrator's designee. Emergency medications will be locked beyond the regular school day or program hours except as otherwise determined by a student's emergency care plan. Controlled substances will be stored separately from other drugs and substances in a separate, secure and substantially constructed locked metal or wood cabinet. Medication requiring refrigeration will be stored in a locked container in the designated refrigerator. Medication approved for self-administration may be stored in the locked medication container or cabinet if the school nurse and school administrator have determined that said medication kept on the student's person, in his/her school locker or in a classroom closet, poses a threat of danger to the safe school environment.

5c. Access to all locked medication cabinets or containers shall be limited to the school nurse and the designated school administrator and school personnel authorized to administer medication. Each school shall maintain a current list of those persons authorized and successfully trained to administer medications. Any medication approved for self-administration that is stored in the medication cabinet will be retrieved from and returned to the locked medication container or cabinet by the school nurse, school administrator or school personnel approved to dispense medication only at the request of the student who has received approval to self-administer said medication.

5d. All medications will be delivered and stored in their original containers and in such manner as to render them safe and effective. Medications will be labeled with:

1. name of student

2. name of medication
3. name of authorized prescriber
4. dosage
5. schedule of administration

5e. No more than a three month supply of a medication shall be stored by the school.

5f. All unused, discontinued or obsolete medication shall be removed from storage and returned to the parent or guardian, destroyed with permission of parent or guardian, or destroyed without permission if parent or guardian has not retrieved medication within one week following notification of termination order or one week beyond the close of the school year. Non-controlled drugs shall be destroyed in the presence of one witness. Controlled drugs needing to be destroyed shall be surrendered to the commissioner of the department of consumer protection in accordance with Section 10-212a-5. A written record of the action, date, time and names of witnesses shall be maintained.

5g. No medication for a student shall be stored at school without a current written order from an authorized prescriber.

6. Records and Review

All medications dispensed within the school program by school personnel shall be recorded in ink on the *Authorization for Administration of Medication* form provided by C.E.S. Each school or school program where medications are administered shall maintain a medication administration record for each student who receives medication during school hours and official school activities. School personnel authorized to administer medication shall record in ink on the medication form provided by C.E.S. the medication dispensed. Such record shall not be altered and shall include:

- a) name of the student
- b) name of medication
- c) the dosage of medication
- d) frequency of administration
- e) route of administration
- f) name of authorized prescriber
- g) date the medication was ordered
- h) amount received for dispensing

- i) any allergies to food and/or medication
- j) date and time of administration
- k) dose or amount of drug administered
- l) full legal signature of person administering the medication
- m) any omissions of administration and reasons for omissions
- n) date the medication is to be reordered
- o) the quantity of medicine received

The written order of the authorized prescriber and the written authorization of the parent or guardian shall be filed in the student's accumulative health record (CHR). Individual medication administration sheets (including controlled substance medication administration sheets) are to be included in the student's CHR until summarized on the CHR in the section titled medication. If no summary is done, the medication administration sheets must be kept in the CHR for six years.

In addition to data required above, documentation of administration for controlled substances must include:

- 1) record of receipt of controlled substances by the program, including date of receipt, name and address of person from whom the substance has been received;
- 2) the name of the controlled substance; and
- 3) the quantity received
- 4) amount of control drug remaining following administration of single dose

All records related to controlled substances must be kept separate and be easily recognized from other medication administered.

The records of administration of controlled substances, in addition to the documentation in the CHR, also requires a separate file for auditing purposes. The individual administration of medication sheets for controlled substances must be retained along with a copy of the medication order for three years.

7. Errors in Administration of Medication

Errors in administration of medications include the following:

- a) failure to administer a medication
- b) failure to administer medication within the designated time
- c) administration of the wrong medication
- d) administration of the wrong dosage

- e) administration by the wrong route
- f) failure to follow generally accepted standards of practice in the administration of medications
- g) administration of a medication which is not ordered or which is not authorized by a parent or guardian

In the event of any medication error, the following procedures will be followed:

- a) if the person responsible for the error is other than the school nurse, the school nurse will be notified by telephone;
- b) the school nurse or the person responsible for the error (if the school nurse cannot be reached) will immediately contact the authorized prescriber, describe the error and request specific instructions;
- c) if the authorized prescriber cannot be reached, any other physician caring for the student will be notified and specific instructions will be requested;
- d) if neither physician can be reached, the C.E.S. school medical advisor will be notified and instructions requested;
- e) if the error is one of giving the wrong medication or too much of the prescribed medication and the physician or the medical advisor can not be reached, the Poison Control Center shall be consulted;
- f) appropriate training will be provided to staff responsible for administration of medications and appropriate supplies (e.g. Ipecac syrup) will be maintained at each program site to follow-up on recommendations provided by physicians/poison control center;
- g) if the person responsible for the error is other than the school administrator, the school administrator will be notified;
- h) the parent or guardian of the student will be notified by telephone and informed of the situation and the procedures that have been followed to resolve the error. If the parent is not available by telephone, a written note will be sent home with the student

The procedure to be followed for medical treatment as a result of a medication error will be determined by the notified authorized prescriber, other physician or school medical advisor. The procedure recommended by the Poison Control Center will be followed only if no physician or authorized prescriber can be reached. If, as a result of an error in medication, the student experiences a reaction which constitutes a medical emergency, the C.E.S. procedures for medical emergency will be followed.

Any error in the administration of a medication shall be documented by the person responsible for the error and the school nurse or program administration. Documentation will be made by completing the

“Medication Error or Incident” form. Documentation will be maintained in the student’s cumulative health record. Following the report of any medication error, the school nurse and the school administrator and the person administering the medication (if not the school nurse or school administrator) shall review the incident to be sure procedures were followed and to make recommendation to prevent any further errors from occurring.

8. Medication Emergency

In the event that a student exhibits an untoward reaction to a medication administered by C.E.S. personnel, the school nurse or, in her absence, the school administrator, shall immediately notify the authorized prescriber and request specific directions. If the prescribing physician cannot be reached, any other physician caring for the student will be notified. If this is not possible, the school medical advisor will be notified for advice. The parent or guardian shall be notified of the reaction and any action prescribed by the notified physician. Documentation of the untoward reaction and any action taken to eliminate such reaction, shall be recorded on the “Medication Error or Incident Report” form and maintained in the student’s confidential health record, and a copy forwarded to the prescribing physician.

Following a medication emergency, the school nurse will immediately notify the school administrator and teacher designed to administer medication as to the changes in medication as ordered by the physician or dentist for such student.

9. Training of School Personnel

9a) The School Nurse in consultation with the C.E.S. Medical Advisor shall plan and provide an in-service training program on the Administration of Medication for school administrators, teachers, licensed occupational or physical therapists or coach of intramural and interscholastic athletics **and school paraprofessionals**, designated to administer medications to students enrolled in C.E.S. programs.

Only those school administrators and school personnel who have received such training from the school nurse or C.E.S. medical advisor shall be allowed to administer medications to students.

9b) Such training shall include but not be limited to:

- 1) the procedural aspects of medication administration, the safe handling and storage of medication and recording of administered medications
- 2) the medication needs of specific students, medication idiosyncrasies and desired affects, potential side effects or untoward reactions
- 3) review of the standing orders from the medical advisor

- 4) review of agency policies and procedures
- 5) procedures for handling medication errors and emergencies
- 6) plan for administration of specific medication to individual students

9c) The school nurse shall provide and maintain and annually update documentation that such training has been provided and successfully completed

9d) The school nurse shall maintain and annually update a list of school administrators, teachers, licensed occupational or physical therapists or coaches who have been successfully trained in the administration of medications.

9e) A list of school administrators and school personnel who have successfully completed the training will be updated annually and submitted to the C.E.S. Executive Director and upon request, the C.E.S. Representative Council.

9f) The school nurse shall provide on at least an annual basis, a review and informational update for school administrators and school personnel trained in the administration of medication.

10. Supervision of Administration of Medications

The school nurse is responsible for general supervision of administration of medications in the school to which that nurse is assigned. Responsibilities for general supervision include:

- a) to review orders or changes in orders for students who are required to receive medication during school hours or during official school activities and communicate these changes to school administrators and school personnel designated to administer medication,
- b) provide on-site inspection of any medication which is delivered to school;
- c) set up a plan and schedule to insure medications are given;
- d) set up the record for documentation of medication administration and provide a monthly review of all of the documentation pertaining to the administration of medication for students;
- e) provide training to school administrators, school personnel and other licensed nursing personnel in the administration of medications;
- f) support and assist other licensed nursing personnel, school administrators and school personnel to prepare for and implement their responsibility related to the administration of specific medication during school hours

- g) review with the school administrator, any request for self-administration of medication and, if appropriate, approve the request;
- h) review with the medical advisor the standing order for administration of acetaminophen and administer in accordance with the order;
- i) develop a plan for general supervision of student's self-administration of medication;
- j) ensure that the policies and procedures regarding receipt, storage and administration of medications are implemented;
- k) provide periodic observation of trained school administrators and teachers in their administration of medication;
- l) review all medication errors and medication emergencies with school administrators and school personnel designated to administer medications and make necessary changes;
- m) provide consultation by telephone or other means of telecommunication

In the absence of the school nurse, a licensed physician or nurse may provide the consultation.

DEFINITION OF TERMS

ADMINISTRATION OF MEDICATION means the direct application of a medication by inhalation, ingestion, or by any other means to the body of a person.

ADVANCED PRACTICE REGISTERED NURSE means an individual licensed in accordance with section 20-94a of the Connecticut General Statutes.

AUTHORIZED PRESCRIBER means a physician, dentist, optometrist, advanced practice registered nurse or physician assistant and for interscholastic and intramural athletic events only, a podiatrist.

COACH OF INTRAMURAL AND INTESCHOLASTIC ATHLETICS means a person employed by C.E.S. who has met the minimum standards as established by C.E.S. Representative Council for performance as a coach and has been approved by the school nurse, along with the school medical advisor, to be designated to administer medications.

CONTROLLED DRUGS means those drugs as defined in Section 21a-240, Connecticut General Statutes.

CUMULATIVE HEALTH RECORD means the cumulative health record of a pupil mandated by the Connecticut General Statutes.

DENTIST means a doctor of dentistry licensed to practice dentistry in Connecticut in accordance with Chapter 379, Connecticut General Statutes, or licensed to practice dentistry in another state.

DIRECTOR OF SCHOOL READINESS PROGRAM means a person employed by C.E.S. who has met the minimum standards as established by the C.E.S. Representative Council for performance as the Director of the School Readiness Program and has been approved by the school nurse, along with the school medical advisor, to be designated to administer medications.

GUARDIAN means one who has the authority and obligations of guardianship of the person of a minor and includes:

- a) the obligation of care and control; and
- b) the authority to make major decisions affecting the minor's welfare, including, but not limited to, consent determinations regarding marriage, enlistment in the armed forces and major medical, psychiatric or surgical treatment.

INVESTIGATIONAL DRUG means any medication with an approved investigational new drug (**IND**) application on file with the Food and Drug Administration (**FDA**) which is being scientifically tested and clinically evaluated to determine its efficacy, safety and side effects and which has not yet received FDA approval.

LICENSED ATHLETIC TRAINER means a licensed athletic trainer employed by C.E.S. who has met the minimum standards as established by the C.E.S. Representative Council for performance as an athletic trainer and has been approved by the school nurse, along with the school medical advisor, to be designated to administer medications.

LICENSED OCCUPATIONAL AND PHYSICAL THERAPIST means a person employed by C.E.S. who has met the minimum standards as established by the C.E.S. Representative Council for performance as an occupational or physical therapist and has been approved by the school nurse, along with the school medical advisor, to be designated to administer medications.

MEDICATION means any medicinal preparation including those purchased over the counter, those purchased through a prescription written by a physician or dentist and those identified as a controlled drug in accordance with Section 21a-240, Connecticut General Statutes.

MEDICATION EMERGENCY means an untoward or adverse physical reaction of a student to a medication such as wheezing, skin rash, swelling, fainting or any other physical reaction.

MEDICATION ORDER means the authorization by an authorized prescriber for the administration of medication to a student during school hours for no longer than the current academic year.

NURSE means an advanced practice registered nurse, a registered nurse or a practical nurse licensed in Connecticut in accordance with Chapter 378, Connecticut General Statutes.

PARAPROFESSIONAL means a person employed by C.E.S. who has met the minimum standards as established by the C.E.S. Representative Council for performance as a paraprofessional and has been approved by the school nurse, along with the medical advisor to be designated to administer medication to a specific student with a medically diagnosed allergic condition that may require prompt treatment in order to protect the student against serious harm or death.

PHYSICIAN means a doctor of medicine or osteopathy licensed to practice medicine in Connecticut or licensed to practice in another state.

PHYSICIAN ASSISTANT means an individual licensed to prescribe in accordance with section 20-12d of the Connecticut General Statutes.

REPRESENTATIVE COUNCIL means the governing board of Cooperative Educational Services.

SCHOOL ADMINISTRATOR means a person certified by the Connecticut State Department of Education as an intermediate administrator and supervisor who is employed by CES as a principal, assistant principal, or program director.

SCHOOL MEDICAL ADVISOR means a physician licensed to practice medicine in the state of Connecticut and is appointed by C.E.S. to carry out duties in accordance with Section 10-205, Connecticut General Statutes.

SCHOOL NURSE means a registered nurse licensed to practice in the state of Connecticut and employed by C.E.S. to carry out duties in accordance with Section 10-212, Connecticut General Statutes.

STANDING ORDERS means a written authorization from the C.E.S. medical advisor for a specific medication to be given to any C.E.S. student under the conditions as specified in the order.

SUPERVISION means the overseeing of the process of medication administration in a school.

TEACHER means a person employed full time by C.E.S. who has met the minimum standards as established by the C.E.S. Representative Council for performance as a teacher and has been approved by the school nurse, along with the school medical advisor, to be designated to administer medications

NOTE: C.E.S. PROGRAMS ADHERE TO CONNECTICUT GENERAL STATUTES 10-212(a) AND CONNECTICUT STATE REGULATIONS 10.212a-1-10.

COOPERATIVE EDUCATIONAL SERVICES
Medication Error or Incident

Date of Report _____ Program or School _____

Name of Student: _____ Age: _____

Date error occurred: _____ Time error noted: _____

Person administering medication: _____

Authorized prescriber of medication: _____

Reason medication was prescribed: _____

Medication (s)	Date of Order	Dose	Route	Scheduled Time	Dispensing Pharmacy	Prescription Number

Describe the error and how it occurred. (use back of sheet if necessary)

Action Taken:

Authorized Prescriber notified: No _____ Yes _____ Date _____ Time _____

Medical Advisor notified: No _____ Yes _____ Date _____ Time _____

Parent Notified: No _____ Yes _____ Date _____ Time _____

Outcome:

Name: _____ Signature: _____

Position _____ Date: _____

Error or Incident Reviewed by:
School Nurse (Signature) _____ Date: _____

Program or School Administrator (Signature) _____ Date: _____

COOPERATIVE EDUCATIONAL SERVICES

Record of Training and Supervision for Personnel Authorized to Administer Medication for Individual Students

School Year: _____ School or Program: _____ School Nurse Providing Training and/or Supervision: _____

Name of Person Trained	Name of Student(s) to receive Medication	Date of Training	Medication(s) to be Administered	Desired Effect of the Medication	Untoward Effects	Contraindications	Date(s) of Direct Supervision

Training to include: The medication to be administered, desired effect of the medication, untoward effects, identifying the medication, knowing the dosage and route of the medication and contraindications of the medication, procedures for recording administration of medication, the safe storage of the medication and procedures for medication emergencies.

COOPERATIVE EDUCATIONAL SERVICES

Record of Training and Supervision for Personnel Authorized to Administer Medication

School Year: _____ School or Program: _____

Name of Person Trained	Date Trained	School Nurse Providing Training	Initial Training or Annual Update?	Date of Direct Supervision	Medications and Desired Effects Reviewed	Contraindications Identified	Untoward Effects Reviewed

All Training Includes:

Reading Medication Orders, Reading Labels on Prescription Bottles, Identifying Appropriate Medication, Understanding Generic vs. Brand Name Drugs, Looking up Drugs in PDR, Matching prescribed dose of medication to actual medication, Understanding Routes of Medication, Controlled vs. Non-Controlled drugs

Procedures for Recording Administration of Medication, Counting Controlled Substances, Storage of Medication

Untoward Reactions to Medications, Contraindications, Medication Errors, Medication Emergencies

COOPERATIVE EDUCATIONAL SERVICES

Administration of Medication Record

Controlled Drug Record

Student's Name Program

Physician's Name

Medication's Name

Parent/Guardian Name

Dosage Route Time Ordered

Received From

Student's Allergies

Quantity Received Date to Reorder

Date Mo-Day-Yr	Time Given	Dose Given	Legal Signature of Personnel Adminstrating Medication	Comments (i.e. Medication Received)	Amount of Drug Remaining

Summarize Administration of Medication in Student's Cumulative Health Record when medication has been completed or discontinued. If not summarized, file this record in student's Cumulative Health Record.

