

Section C

MEDICATION ADMINISTRATION

- Medication Administration WAD
- Medication Form (one medication per form):
English/Spanish/Chinese
- Medication Administration Protocol
- Medication Instruction – How To's
- Medication Administration Student Log
- Medication Administration Student Log for PRN (As
Needed) Medications
- Laws Related to Medication Administration in California
- Fact Sheet on Asthma Medication Law
- Medication Retrieval from Schools WAD
- Request for Retrieval of Medication – Parent Cover Letter:
English/Spanish/Chinese

Directive to Administrators (Specify which administrators)		WAD (Wednesday) Publication Date	WAD Notice (Number)	No. of Pages
School Site Administrators		September 8, 2010		1 of 7
WAD Title (Limit to 4-6 Words)		Date Due (if applicable)	Not Applicable After this Date:	
Medication Administration		Now		
From:	Title:	Signature:	Telephone:	
Kevin Truitt (Cabinet member or approved by one below)	Associate Superintendent, Student Support Services		(415) 242-2615	
Inform:				
(X) Certificated Staff (X) Classified Staff () Parents () Post on Bulletin Board Other _____				
Administrative Directive Medication Administration				
WHO?	Site administrator and his/her designee for medication administration			
WHAT?	Medication Administration is the responsibility of the site administrator utilizing the medication administration protocol, procedures, and law available in the School Health Manual and the attached Medication Form and Medication Log.			
WHY?	<p>The right of students to receive medication at school exists in the following:</p> <p><i>California Education Code</i> Section 49423 provides statutory authority for providing assistance in administering medication in California schools. <i>EC</i> Section 49423 states: Notwithstanding the provisions of Section 49422, any student who is required to take, during the regular school day, medication prescribed for him by a physician, <i>may</i> be assisted by the school nurse or other designated school personnel <i>if</i> the school district receives (1) a written statement from such physician detailing the method, amount, and time schedules by which such medication is to be taken and (2) a written statement from the parent or guardian of the student indicating the desire that the school district assist the student in the matters set forth in the physician's statement.</p>			
HOW?	<p>Follow the SFUSD medication administration protocols and procedures. Use the attached Medication Form and Medication Logs (one for daily medication and one for as needed medications.) Medication forms are also available in Spanish and Chinese. For further questions call the Nurse of the Day at 242-2615.</p> <p><input type="checkbox"/> Medication administration protocols and procedures, log, and forms are available in the School Health Manual and all medication forms can be downloaded at www.healthiersf.org/Resources/index.html</p> <p><input type="checkbox"/> A listing of the relevant sections of the California Education Code and glossary is available in the School Health Manual Medication Administration Section or at http://www.cde.ca.gov/ls/he/hn/medadvisoryapp.asp</p>			
WHEN?	Whenever a prescription or over-the-counter medication is taken by a student at school.			
Approved	Kevin Truitt	Title:	Signature:	
		Associate Superintendent Student Support Services		
SAN FRANCISCO UNIFIED SCHOOL DISTRICT - WEEKLY ADMINISTRATIVE DIRECTIVE (WAD)				

San Francisco Unified School District – Student Support Services Department

MEDICATION FORM (One Medication Per Form)

Dear Parent/Guardian/Caregiver:

California Education Code 49423 provides that students required to take medically prescribed or over-the-counter medications during the school day **MAY** be assisted by school personnel **ONLY** if the school district receives a specific written statement from the health care provider **AND** the parent/guardian/caregiver of the student. **Please complete this entire form and return it to the Principal.**

IF POSSIBLE, PLEASE SCHEDULE MEDICATION OUTSIDE OF SCHOOL HOURS.

P l e a s e p r i n t l e g i b l y i n a l l s e c t i o n s

Student Name: Last	First	Middle	Date of Birth (Month/Day/Year)
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HEALTH CARE PROVIDER SECTION

Health Condition for which medication is prescribed:	Medication: Dose: Frequency: _____ Duration: _____
How is medication to be given? <input type="checkbox"/> By mouth <input type="checkbox"/> Inhalation <input type="checkbox"/> Injection <input type="checkbox"/> Topical <input type="checkbox"/> Other: _____	About what time does medication need to be given at school? _____ AM / PM
The medication is to be continued as above until: (please be as specific as possible about date)	Any precautions that school personnel need to know? Contraindications?
What are possible reactions/side effects?	What should be done in the event of reaction/side effect?
Check appropriate boxes below: <input type="checkbox"/> I authorize this student to self-administer the above medication. <input type="checkbox"/> I authorize designated school personnel to administer the above medication.	
Print name, address & phone number of Health Care Provider	Signature of Health Care Provider

PARENT / GUARDIAN / CAREGIVER SECTION

Parent/Guardian/Caregiver Name	Home Language	Daytime Phone ()
Address – Number and Street	Apt No. City	Evening Phone ()
School	Children’s Center / Elementary / Middle / High	School Hours
Check appropriate boxes below: <input type="checkbox"/> I permit my child to give himself/herself the above medication. <input type="checkbox"/> I permit designated school personnel to give my child the above medication.		

1. I agree to hold the San Francisco Unified School District (SFUSD) and its employees harmless from any and all liability for the results of taking the medication or the manner in which the medication is given.
2. I will reimburse the SFUSD and its employees for any liability arising out of these arrangements.
3. I will notify the Principal of the school immediately if there is a change in my child’s medication.
4. I understand it is my responsibility to send the medication to school in the **original pharmacy container** labeled with my child’s name and the health care provider’s instructions.
5. I understand that this form automatically expires at the end of each school year.
6. I give my consent for school authorities to take appropriate action for the safety and welfare of my child.

Parent/Guardian/Caregiver Signature _____ Date _____

San Francisco Unified School District - Student Support Services

FORMULARIO PARA LA MEDICACIÓN (Un medicamento por formulario)

Estimado padre de familia, tutor o encargado:

El Código de Educación de California en su artículo 49423, estipula que los estudiantes que tienen que tomar medicamentos prescritos o sin receta médica durante las horas de clase **SOLAMENTE PUEDEN** ser asistidos por el personal de la escuela, si el Distrito Escolar recibe una declaración específica por escrito del proveedor de la atención médica Y del padre de familia, tutor o encargado del estudiante. **Por favor, complete totalmente este formulario y entrégueselo al Director.**

IF POSSIBLE, PLEASE SCHEDULE MEDICATION OUTSIDE OF SCHOOL HOURS.

Please print legibly in all sections

Student Name: Last	First	Middle	Date of Birth (Month/Day/Year)
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HEALTH CARE PROVIDER SECTION

Health Condition for which medication is prescribed:	Medication: Dose: Frequency: _____ Duration: _____
How is medication to be given? <input type="checkbox"/> By mouth <input type="checkbox"/> Inhalation <input type="checkbox"/> Injection <input type="checkbox"/> Topical <input type="checkbox"/> Other: _____	About what time does medication need to be given at school? _____ AM / PM
The medication is to be continued as above until: (please be as specific as possible about date)	Any precautions that school personnel need to know? Contraindications?
What are possible reactions/side effects?	What should be done in the event of reaction/side effect?
<p>Check appropriate boxes below:</p> <input type="checkbox"/> I authorize this student to self-administer the above medication. <input type="checkbox"/> I authorize designated school personnel to administer the above medication.	
Print name, address & phone number of Health Care Provider	Signature of Health Care Provider

SECCIÓN QUE LE CORRESPONDE AL PADRE DE FAMILIA, TUTOR O ENCARGADO

Nombre del padre de familia/tutor/encargado	Idioma del hogar	Teléfono durante el día ()
Dirección – Número y Calle	No. del Apto. Ciudad Zona Postal	Teléfono por la tarde ()
Escuela	Guardería / Primaria / Intermedia / Secundaria	Horas de la escuela

Marque la casilla que corresponda:

- Autorizo a mi hijo/a a que se suministre el medicamento que se menciona en la sección de arriba.
- Autorizo al personal de la escuela para que le administre a mi hijo/a el medicamento que se menciona en la sección de arriba.
1. Estoy de acuerdo en no responsabilizar al Distrito Escolar Unificado de San Francisco (SFUSD) o a sus empleados, por los resultados de tomar el medicamento o por la manera en que se administra el mismo.
 2. Reembolsaré al Distrito Escolar Unificado de San Francisco o a sus empleados por cualquier obligación que surja fuera de estas disposiciones.
 3. Le notificaré inmediatamente al Director de la escuela si hay algún cambio en el medicamento o en el horario para administrar el mismo.
 4. Es de mi conocimiento que es mi responsabilidad enviar el medicamento en el envase original de la farmacia, rotulado con el nombre de mi hijo/a y las instrucciones del proveedor del cuidado para la salud.
 5. Es de mi conocimiento que este formulario automáticamente expira al final de cada año escolar.
 6. Doy mi consentimiento para que las autoridades escolares tomen la acción apropiada para la seguridad y bienestar de mi hijo/a.

Firma del padre de familia/tutor/encargado _____ Fecha _____

三藩市聯合校區 - 學校健康計劃處

服用藥物表格 (每份表格一種藥物)

親愛的家長/監護人/看顧人:

加州教育法令第 49423 條規定, 學生如需在上課日服用醫生處方或非醫生處方藥物, 可由學校人員協助, 但只在校區收到醫護服務提供者及學生家長/監護人/看顧人的具體書面說明後, 方予進行。請填妥本表格各部分, 並交回校長。

IF POSSIBLE, PLEASE SCHEDULE MEDICATION OUTSIDE OF SCHOOL HOURS

Please print legibly in all sections

Student Name: Last	First	Middle	Date of Birth (Month/Day/Year)
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HEALTH CARE PROVIDER SECTION

Health Condition for which medication is prescribed:	Medication: Dose: Frequency: _____ Duration: _____
How is medication to be given? <input type="checkbox"/> By mouth <input type="checkbox"/> Inhalation <input type="checkbox"/> Injection <input type="checkbox"/> Topical <input type="checkbox"/> Other _____	Time medication needs to be given at school? _____ AM / PM
The medication is to be continued as above until: (Please be as specific as possible about date)	Any precautions that school personnel need to know? Contraindications?
What are possible reactions/side effects?	What should be done in the event of reaction/side effect?
Check appropriate boxes below: <input type="checkbox"/> I authorize this student to self-administer the above medication. <input type="checkbox"/> I authorize designated school personnel to administer the above medication.	
Please name, address, & phone number of health Care Provider	Signature of Health Care Provider

家長/監護人/看顧人填寫部份

家長/監護人/看顧人姓名	在家所用語言	日間電話 ()
地址 - 號碼及街名	公寓號碼 城市	晚間電話 ()
學校	兒童中心 / 小學 / 初中 / 高中	上課時間
<p>請在下面適當空格上劃“√” =</p> <input type="checkbox"/> 本人允許子女自己服用以上藥物。 <input type="checkbox"/> 本人允許指定學校人員給本人子女服用以上藥物。		

1. 本人同意, 三藩市聯合校區及其僱員無須為服藥的後果或服藥方法負任何責任。
2. 三藩市聯合校區及其僱員若因這些安排而需負責, 本人將予賠償。
3. 子女服用的藥物如有改變, 本人會立即通知校長。
4. 本人明白, 本人送到學校的藥物需用藥房原裝藥瓶來裝, 藥瓶需有標籤, 標籤上需有本人子女姓名及醫護服務提供者的指示。
5. 本人明白, 學年完結時, 本表格將自動失效。
6. 為了本人子女的安全與健康著想, 本人同意校方採取適當行動。

家長/監護人/看顧人簽名 _____ 日期 _____



MEDICATION ADMINISTRATION PROTOCOL

The right of students to receive medication at school exists in the following federal laws:

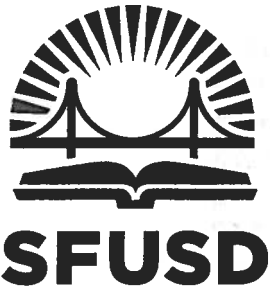
Public Law 93-112; 87 Stat. 394; 29 U.S.C. Section 794; (H.R. 8070). "Rehabilitation Act of 1973."

Public Law 101-336; 104 Stat. 327; 42 U.S.C. sections 12101-12213; (S. 933). "Americans with Disabilities Act of 1990."

Public Law 105-17; 111 Stat. 37; 20 U.S.C. sections 1400-1485; (H.R. 5). "Individuals with Disabilities Education Act Amendments of 1997."

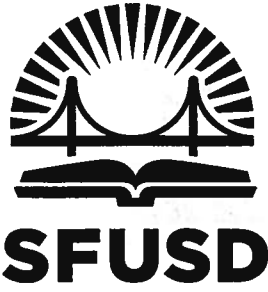
EC Section 49423 provides statutory authority for providing assistance in administering medication in California schools. *EC* Section 49423 states: Notwithstanding the provisions of Section 49422, any student who is required to take, during the regular school day, medication prescribed for him by a physician, *may* be assisted by the school nurse or other designated school personnel *if* the school district receives (1) a written statement from such physician detailing the method, amount, and time schedules by which such medication is to be taken and (2) a written statement from the parent or guardian of the student indicating the desire that the school district assist the student in the matters set forth in the physician's statement. (Emphasis supplied.)

1. Medication oversight/administration is the responsibility of the site administrator.
2. The site administrator will designate a staff member (and one to two alternates as back up) who will be responsible for administration of medication.
3. Prior to the administration of medication the following procedures must be in place.
 - a. Medication Form (one per medication)
 - i. Completed and signed by medical provider.
 - ii. Completed and signed by parent/caregiver
 - iii. Completed annually or when there is a change in the medication order.
 - b. Medication is supplied by parent/caregiver
 - i. In a pharmacy labeled container/dispenser
 - ii. Any medical equipment needed to dispense medication is supplied by the parent.
4. Follow the steps in the "Medication Procedure" that applies to the specific medication (for example Oral Medication Procedure for an oral medication and Inhaled Medication Procedure for an inhaled medication).
5. If medical provider and parent have indicated on the Medication Form the student may self administer the medication with assistance follow the protocol for Self Administration of Medication, With Assistance.



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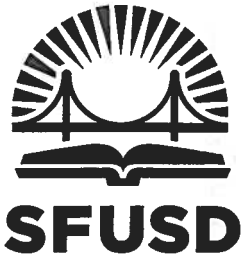
6. If medical provider and parent have indicated on the Medication Form that the student may self administer the medication follow the protocol for Self Administration of Medication.
7. Maintain medication administration record including:
 - a. The completed and signed Medication Form
 - b. The Medication Log
 - c. Any other written documentation related to the administration of the medication to the pupil or otherwise assisting the pupil in the administration of the medication.
 - d. The daily counting and logging of the administration of medications classified as “controlled substances,” as defined by *CFR, Title 21, Section 1300.01*, be provided as follows:
 - i. All controlled substances are counted and recorded upon arrival at school in the presence of the parent, guardian, or designee delivering the medication. The staff members who make and record the count, and the parent or guardian sign the medication log attesting to the entry.
 - ii. Each dose of the controlled substance that is administered is recorded and subtracted from the total count remaining.
 - iii. Discrepancies between what has been documented as administered and the amount remaining are reported immediately upon discovery to the site administrator, school nurse or other duly qualified supervisor of health, and if necessary, to the appropriate law enforcement agencies.
8. Medication should be stored in a manner that is secure and maintains the medication’s effectiveness. Medications should be stored in a locked cabinet or drawer unless they need to be refrigerated or when otherwise indicated (for example emergency medications). Students who have been authorized to self administer medication may carry and self administer the medication (follow the Protocol for Self Administration of Medication).
9. Unused, discontinued, and outdated medication is;
 - a. Returned to the student’s parent/caregiver where possible.
 - b. Two weeks prior to end of school send home “Medication Pick-Up Request”.



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- c. Medication that cannot be returned to the parent/caregiver is disposed of by the end of the school year. The following is the procedure for disposal of medication:
 - i. Medication must be brought to a Community Health Center in a sealed envelope by site administrator or designee.
 - ii. A school staff member must witness medication being put into a sealed envelope
 - iii. Documentation on the log must include:
 1. Medication name
 2. Date of disposal
 3. Method of disposal
 4. Source for directions of disposal method
 5. Signatures of person disposing the medication and the witness to disposal
 6. Signature of Community Health Center nurse receiving the sealed envelope
 - d. For the health and safety of all students, medication must not be sent home with students.
10. Errors that occur in the administration or storage of medication are reported immediately to the school site administrator and to the direct supervisor of the person who discovers the error. *The student's parent/caregiver is to be notified, and the pupil's authorized health care provider if necessary.*
- a. Errors are recorded on the back of the medication log.
 - b. An incident report is also completed when:
 - i. Emergency services or medical attention was required.
 - ii. There is an error in the count of controlled substances (see section 7 d).
 - iii. Site administrator and/or supervisor of health deem it necessary.
11. A credentialed school nurse will hold an **annual** professional development on medication administration.



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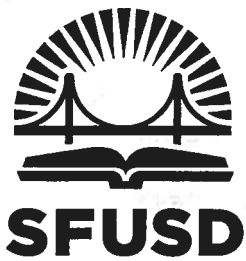
SELF ADMINISTRATION OF MEDICATION, WITH ASSISTANCE

1. Prior to the administration of medication the following procedures must be in place.
 - a. Medication Form (one per medication)
 - i. Completed and signed by medical provider.
 - ii. Completed and signed by parent/caregiver
 - iii. Completed annually or when there is a change in the medication order.
 - iv. Parent and medical provider sign on the Medication Form that the student is allowed to self administer their medication with assistance.
 - b. Medication is supplied by parent/caregiver
 - i. In a pharmacy labeled container/dispenser
 - ii. Any medical equipment needed to dispense medication is supplied by the parent.
2. Follow the steps in the Medication Procedure that applies to the specific medication (for example Oral Medication Procedure for an oral medication and Inhaled Medication Procedure for an inhaled medication). Assist the student with steps in the procedure that they are unable to perform.
3. Maintain medication administration record including:
 - a. The completed and signed Medication Administration Form
 - b. The Medication Log
 - c. Any other written documentation related to the administration of the medication to the pupil or otherwise assisting the pupil in the administration of the medication.
 - d. The daily counting and logging of the administration of medications classified as “controlled substances,” as defined by *CFR, Title 21, Section 1300.01*, be provided as follows:
 - i. All controlled substances are counted and recorded upon arrival at school in the presence of the parent, guardian, or designee delivering the medication. The staff member who makes and records the count, and the parent or guardian sign the medication log attesting to the entry.
 - ii. Each dose of the controlled substance that is administered is recorded and subtracted from the total count remaining.
 - iii. Discrepancies between what has been documented as administered and the amount remaining are reported immediately upon discovery to the site administrator, school nurse or other duly qualified supervisor of health, and if necessary, to the appropriate law enforcement agencies.



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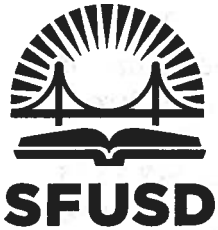
4. Medication should be stored in a manner that is secure and maintains the medication's effectiveness. Medications should be stored in a locked cabinet or drawer unless they need to be refrigerated or when otherwise indicated (for example emergency medications). Students who have been authorized to self administer medication may carry and self administer the medication (follow the Protocol for Self Administration of Medication).
5. Unused, discontinued, and outdated medication is;
 - a. Returned to the student's parent/caregiver if possible.
 - b. Two weeks prior to end of school, send home "Request for Retrieval of Medication".
 - c. Medication returned to parent must be documented as follows:
 - i. Document return of medication to parent/caregiver on the student's medication log
 - ii. The log must contain the name of the medication and return date
 - iii. The parent/caregiver receiving the medication, and the school staff member returning the medication should sign the medication log.
 - d. Medication that cannot be returned to the parent/caregiver must be disposed of by the end of the school year. The following is the procedure for disposal of medication:
 - i. Medication must be brought to a Community Health Center in a sealed envelope by site administrator or designee.
 - ii. A school staff member must witness medication being put into a sealed envelope
 - iii. Documentation on the log must include:
 1. Medication name
 2. Date of disposal
 3. Method of disposal
 4. Source for directions of disposal method
 5. Signatures of person disposing the medication and the witness to the disposal
 6. Signature of Community Health Center nurse receiving the sealed envelope
 - e. For the health and safety of all students, medication must not be sent home with students.
6. Errors that occur in the administration or storage of medication are reported immediately to the school site administrator and to the direct supervisor of the person who discovers the error. *The student's parent/caregiver are to be notified, and the pupil's authorized health care provider if necessary.*



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- a. Errors are recorded on the back of the medication log.
 - b. An incident report is also completed when:
 - i. Emergency services or medical attention was required.
 - ii. There is an errors in the count of a controlled substances
(see section 7 d).
 - iii. Site administrator and/or supervisor of health deem it necessary
- 7. A credentialed school nurse will hold an annual professional development on medication administration.**



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SELF ADMINISTRATION OF MEDICATION WITHOUT ASSISTANCE

1. Prior to the administration of medication the following procedures must be in place.
 - i. Medication Form (one per medication)
 - ii. Completed and signed by medical provider.
 - iii. Completed and signed by parent/caregiver
 - iv. Completed annually or when there is a change in the medication order.
 - v. Parent and medical provider sign on the Medication Form that the student is allowed to carry and self administer their medication.

2. Medication is supplied by parent/caregiver
 - i. In a pharmacy labeled container/dispenser
 - ii. Any medical equipment needed to dispense medication is supplied by the parent.

3. Maintain medication administration record including:
 - i. The completed and signed Medication Administration Form which the parent and medical provider has signed that the child can carry and self administer their medication.

4. Students who have been authorized to self administer medication may carry and self administer the medication.

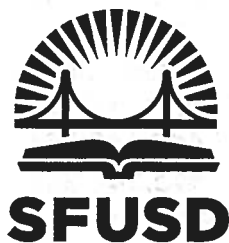
5. Unused, discontinued, and outdated medication is:
 - a. Returned to the student's parent/caregiver if possible.
 - b. Two weeks prior to end of school, send home "Request for Retrieval of Medication".
 - c. Medication returned to parent must be documented as follows:
 - i. Document return of medication to parent/caregiver on the student's medication log
 - ii. The log must contain the name of the medication and return date
 - iii. The parent/caregiver receiving the medication, and the school staff member returning the medication should sign the medication log.
 - d. Medication that cannot be returned to the parent/caregiver must be disposed of by the end of the school year. The following is the procedure for disposal of medication:
 - i. Medication must be brought to a Community Health Center in a sealed envelope by site administer or designee. (see list of Community Health Centers)
 - ii. A school staff member must witness medication being put into a sealed envelope



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- iii. Documentation on the log must include:
 1. Medication name
 2. Date of disposal
 3. Method of disposal
 4. Source for directions of disposal method
 5. Signatures of person disposing the medication and the witness to the disposal
 6. Signature of Community Health Center nurse receiving the sealed envelope
 - e. For the health and safety of all students, medication must not be sent home with students.
6. Errors that occur in the administration or storage of medication are reported immediately to the school site administrator and to their direct supervisor. *The student's parent/caregiver are to be notified, and the pupil's authorized health care provider if necessary.*
- a. An incident report is completed when:
 - i. Emergency services or medical attention was required.
 - ii. Site administrator and/or supervisor of health deem it necessary.
7. **A credentialed school nurse will hold an annual professional development on medication administration.**



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Oral Medication

1. **Oral bottled medication** (tablets, capsules, etc.) (**Emphasize Hand Washing**)
 - a. Remove bottle cap and hold the cap in one hand and bottle in the other hand.
 - b. Pour the prescribed dose into the cap.
 - c. Transfer medication from cap to the student (or medicine cup if necessary, give to student)
 - d. Give with a full glass of water unless otherwise indicated. Follow special labeled instructions (e.g., take with milk, take with lunch, shake).
 - e. Verify the student swallowed the medication.
 - f. Recap the bottle and return it to the secure locked place.

2. **Oral individually wrapped medications (blister packs)** (**Emphasize Hand Washing**):
Remove or tear off number needed and give to student. Blister packs are usually dated, push out proper date when administering.

3. **Oral liquids or powders:** (Verify directions, these may need to be stored in the refrigerator) (**Emphasize Hand Washing**)
 - a. Shake medication per label instructions.
 - b. Pour liquid from side of bottle opposite the prescription label (hold label in palm of hand) into graduated medicine cup.
 - c. Use calibrated medicine dropper or syringe to measure small amounts of liquid.
 - d. Pour medication at eye level and directly in front of eyes.
 - e. Measure the dosage at the bottom of the disc (meniscus).
 - f. Wipe off any medication on the outside of the container.
 - g. Do not pour different liquid medications into the same medicine cup or container.
 - h. Give cough syrup undiluted and do not follow with water.

4. **Problems with oral medication administration** (Report immediately to the administrator)
 - a. Refusal of Medication -Report immediately to the administrator/parent/caregiver.
 - b. Vomiting Medication -Report: students name and age, medication and dosage, time lapse since administration and if medication was intact.
 - c. Suggestions for students with difficulty swallowing:
 - i. Position student for medication administration.
 - ii. Give one medication at a time with adequate fluids.
 - iii. Place medication on back of tongue.
 - iv. Give liquid medications slowly.
 - d. Watch for choking. Verify that the student swallowed the medication.
 - e. Give medications with other food or crushed, as directed.



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Skin Medications (Emphasize Hand Washing)

- a) Gather necessary equipment: tongue blade, gauze, tape, cleansing material and cotton-tipped applicator. For broken skin or open lesions use gloves.
- b) Document condition of affected area. If unusual, report to the administrator before applying medication.
- c) Cleanse the skin, remove previously applied medication, apply medication in a thin layer or as ordered.
- d) Document any changes seen in skin area being treated. Cover if directed

Eye/Ophthalmic

Use preparations(drops) labeled for ophthalmic use. (Glove if infectious process exists)
(Emphasize Hand Washing)

- a) Gather necessary equipment: pads, tissue, medication.
- b) Observe affected eye(s) for any unusual condition and report/document before applying medication.
- c) Cleanse eye wiping once from inside to outside. Use clean pad for each eye.
- d) Position student with head tilted back and eyes looking up.
- e) Open eye by gently pulling lower eye lid down to expose the inside of eyelid.
- f) Approach the eye from outside the field of vision.
- g) Drop the medication gently into the lower eyelid, **not on the eyeball**, with the drop not falling more than 1" from eye. Do not touch the dropper to the eye. Wait 1-5 minutes between instillations if more than one application is ordered.
- h) Gently release eyelid to close eye. Ask student to keep eye closed for a few minutes.
- i) Blot the excess medication with a new clean pad or tissue.

Eye Ointment (Glove if infectious process exists) (Emphasize Hand Washing)

- a) Gather necessary equipment: pads, tissue, and medication.
- b) Observe affected eye(s) for any unusual condition and report/document before applying medication.
- c) Cleanse eye wiping once from inside to outside Use a clean pad for each eye.
- d) Position student with head tilted back and eyes looking up.
- e) Open eye by gently pulling lower eye lid down to expose the inside of eyelid.
- f) Approach the eye from outside the field of vision.
- g) Apply in a thin layer along the inside lower lid or as ordered.
- h) Hold lid open a few seconds.
- i) Gently release eyelid to close eye. Ask the student to keep eyes closed for a few minutes.
- j) Blot the excess medication with a new clean pad or tissue.



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Ear Drops (Emphasize Hand Washing)

- a. Gather necessary equipment: pads, cotton balls, tissue and medication.
- b. Position the student.
- c. If sitting in chair, tilt head sideways until ear is horizontal.
- d. If lying on a cot, turn face to opposite side.
- e. Cleanse entry to ear canal with a clean cotton ball or cotton pad, as needed.
- f. Observe affected area for any unusual condition, report to Administrator and parent/caregiver, and document.
- g. Straighten the ear canal, pulling earlobe gently down and back (ages 3 and under) or upper part of ear (Pinna) up and back (older children).
- h. Drop the medication (with amount prescribed) on the side of the canal. Avoid the dropper touching anything.
- i. Instruct the student to maintain the required position for 1 minute. Gently rub the skin in front of the ear to assist the medication to flow to the inside of the ear.
- j. If the other ear is to be treated, repeat procedure after 1 minute.
- k. Loosely place a cotton ball in the ear if ordered.

Medication inhaler with spacer (follow individual physicians instructions)

- a) Remove plastic caps from inhaler and spacer. (see diagrams, pg. C-17)
- b) Attach mouthpiece of inhaler which contains the medicine to end of spacer opposite to mouthpiece
- c) Stand up or sit straight.
- d) Shake inhaler for approximately five seconds.
- e) Place mouthpiece of spacer in mouth, and form tight seal with lips around the mouthpiece
- f) Breathe out naturally and completely.
- g) Press the inhaler once and at the same time breathe in deeply and slowly.
- h) Hold breath as long as possible up to 10 seconds to allow medication to settle as deeply as possible into and onto air passages.
- i) Wait approximately 1 minute, and repeat the process as written on emergency care plan. This technique should allow delivery of medication into air passages opened by first inhalation.

Auto injector medication. A disposable injection with a spring activated, concealed needle used for emergency self-administration in individuals sensitive to potentially fatal reactions.

Follow individualized student plan:

- a) Pull off safety cap.
- b) If time permits, cleanse with alcohol or soap and water.
- c) Firmly and quickly press auto-injector against thigh until mechanism activates, and hold in place several seconds. There will be an audible click to indicate needle has been released.



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- d) **May be injected through clothing.** Remove needle and gently massage the area to ensure the medication is absorbed.
- e) Follow the emergency procedure written on emergency care plan.
- f) Dispose in "Sharps Container" as per Universal Precautions Procedure. Check with the NOD about the proper disposal. Used Epi-pens can be returned to the safety holder and given to EMS to be transported with the student for follow up treatment.

HOW TO USE A METERED DOSE INHALER (MDI) Student/Parent Education Reference

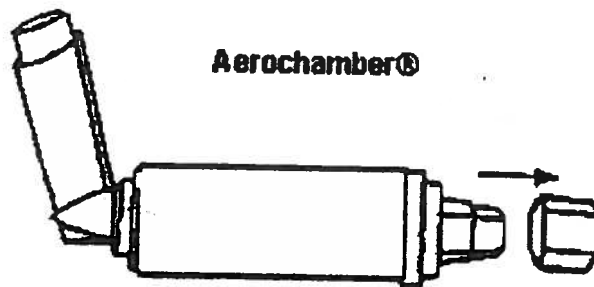
This information will describe how to correctly use inhalers and other breathing devices. It will also help you to avoid common errors in your technique. If you have any questions about this information or your condition, be sure to ask your doctor or an appropriate health care professional.

A metered dose inhaler (MDI) contains medicine and propellant in the form of a fine spray. It is used to inhale the medications used to treat asthma and other breathing problems. Each puff from a MDI supplies the same amount of medication.

To receive the most benefit from medication in a MDI, you must get the medication deep into your lungs. Even with proper inhalation technique, only about ten percent of the medication reaches the airways. The use of a 'spacer device' can increase the amount of medication that reaches your lungs.

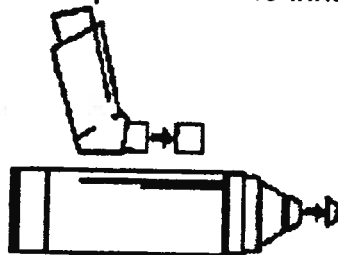
Using a MDI with a spacer device

A spacer device is a chamber which attaches to any MDI ordered by your doctor. There are several types of spacer devices available. The most common brands are the Ventahaler® and the Aerochamber®. Spacer devices can be purchased at most local pharmacies.

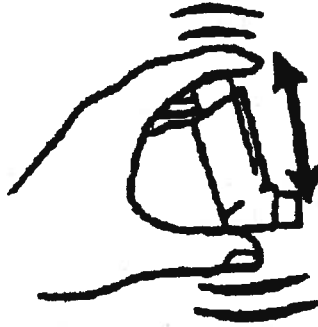


How to use the MDI and Spacer Device:

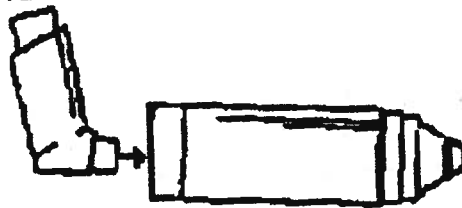
1. Take the plastic cap off the mouthpieces of the inhaler and the spacer device.



2. Shake the inhaler well for several seconds.

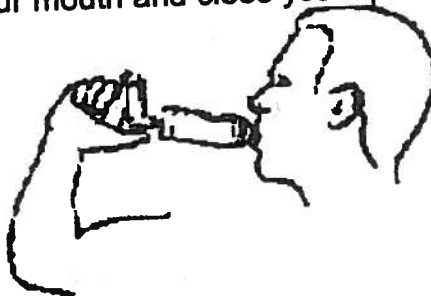


3. Fit the inhaler into the rubber end of the spacer.



4. Breathe out slowly and fully. Tilt your head back slightly.

5. Place the spacer in your mouth and close your lips around the mouthpiece.



6. Push down on the canister **ONCE** to release the medication. At the same time, take a slow deep breath in.

7. Continue to breathe in **SLOWLY**. Hold it for as long as it is comfortable (aiming for up to ten seconds). If you have trouble taking in a long deep breath, you can continue to breathe normally for three to four breaths through the mouthpiece. **TIP:** If you hear a whistle sound from the Aerochamber, you are breathing too fast. Slow down your breathing. This will allow more medication to reach your lungs.

8. Breathe out gently through your nose.

9. If you need more than one puff of medication, wait one minute before repeating steps 2 to 8.

10. Remove the spacer device from the inhaler and replace mouthpiece caps.

P. 55-56 "Guidelines for the Management of Asthma in California Schools April 2004". Adapted from Calgary Health Region Patient Education Material/Learning and Development.



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MEDICATION LOG for As Needed Medication (PRN)

Student's Name: _____ Date Medication Ordered: _____

Health Care Provider Name: _____

Health Care Provider Phone: _____ Fax: _____

Medication Name: _____ Medication Dose: _____

Medication Times: _____ Method of Administration: _____

Special Instructions: _____

Date	Time	ADM. BY	Controlled Substances only: Record amount remaining	Symptoms Child is experiencing.	Additional Action Taken (parents notified, referred to Health Care provider

Print Name; Signature; Initials

_____; _____; _____
 _____; _____; _____
 _____; _____; _____

Controlled substances are drugs that are regulated by the U.S. Drug Enforcement Administration (DEA). These drugs generally have potential for abuse or illicit distribution. The DEA has divided controlled substances into five schedules according to their potential for abuse. Schedule I drugs have the greatest potential for abuse and Schedule V drugs have the least. **It is a criminal act to violate federal law related to controlled substances.** A Schedule II drug that is commonly administered in schools is Ritalin (methylphenidate). More information about the five schedules of controlled substances may be found on the DEA Web site at <http://www.usdoj.gov/dea/pubs/csa.html>

SFUSD Medication Administration Log

Available @ http://portal.sfusd.edu/template/default.cfm?page=chief_dev.health.MedicalForms

Date	Time	ADM. BY	Controlled Substances only: Record amount remaining	Symptoms Child is experiencing	Additional Action Taken (parents notified, referred to Health Care provider

Omitted Medication and Medication Errors

Date	Time	Reason for not giving medication or detail of medication error.	Action taken	Initial

Print Name; Signature; Initials

_____ ; _____ ; _____
 _____ ; _____ ; _____
 _____ ; _____ ; _____

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SFUSD Medication Administration Log

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APPENDIX B: Relevant Articles of the *California Code of Regulations*

**Title 5. EDUCATION
Division 1. California Department of Education
Chapter 2. Pupils
Subchapter 3. Health and Safety of Pupils**

Add Article 4.1. to read:

Article 4.1. Administering Medication to Pupils or Otherwise Assisting Pupils in the Administration of Medication During the Regular School Day.

§ 600. Authorization.

Pursuant to Section 49423 and subdivision (b) of Section 49423.6 of the Education Code, any pupil who is required to take, during the regular school day, prescribed medication may be assisted by a school nurse or other designated school personnel if both of the following conditions are met:

(a) The pupil's authorized health care provider executes a written statement specifying, at a minimum, the medication the pupil is to take, the dosage, and the period of time during which the medication is to be taken, as well as otherwise detailing (as may be necessary) the method, amount, and time schedule by which the medication is to be taken.

(b) The pupil's parent or legal guardian provides a written statement initiating a request to have the medication administered to the pupil or to have the pupil otherwise assisted in the administration of the medication, in accordance with the authorized health care provider's written statement.

NOTE: Authority cited: Sections 33031 and 49423.6, Education Code. Reference: Sections 49423 and 49423.6, Education Code.

§ 601. Definitions.

As used in Section 49423 and subdivision (b) of Section 49423.6 of the Education Code and in this article:

(a) "Authorized health care provider" means an individual who is licensed by the State of California to prescribe medication.

(b) "Medication" may include not only a substance dispensed in the United States by prescription, but also a substance that does not require a prescription, such as over-the-counter remedies, nutritional supplements, and herbal remedies.

(c) "Medication log" may consist of a form developed by the local education agency for the documentation of the administration of the medication to the pupil or otherwise assisting the pupil in the administration of the medication. The medication log may include the following:

- (1) Pupil's name;
- (2) Name of medication the pupil 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 pupil 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 pupil or otherwise assisting the pupil in administration of the medication, such as date, time, amount, and signature of the individual administering the medication or otherwise assisting in administration of the medication.

(d) "Medication record" may include:

- (1) The authorized health care provider's written statement;
- (2) The written statement of the parent or legal guardian;
- (3) The medication log; and
- (4) Any other written documentation related to the administration of the medication to the pupil or otherwise assisting the pupil in the administration of the medication.

(e) "Other designated school personnel" may include any individual employed by the local education agency who:

- (1) Has consented to administer the medication to the pupil or otherwise assist the pupil in the administration of medication; and
- (2) May legally administer the medication to the pupil or otherwise assist the pupil in the administration of the medication.

(f) "Parent or legal guardian" means the individual recognized by the local education agency as having authority to make medical decisions for the pupil.

(g) "Regular school day" may include not only the time the pupil receives instruction, but also the time during which the pupil otherwise participates in activities under the auspices of the local education agency, such as field trips, extracurricular and cocurricular activities, before- or after-school programs, and camps or other activities that typically involve at least one overnight stay away from home.

(h) "School nurse" means an individual employed by the local education agency who is a currently licensed registered nurse and is credentialed pursuant to Education Code section 44877.

NOTE: Authority cited: Sections 33031 and 49423.6, Education Code. Reference: Sections 44877, 49423, and 49423.6 Education Code.

§ 602. Written Statement of Authorized Health Care Provider.

(a) A local education agency may establish specifications for the authorized health care provider's written statement in order to ensure that:

- (1) The pupil is clearly identified;
 - (2) The medication is clearly identified;
 - (3) The dosage is clearly specified;
 - (4) The period of time during which the medication is to be taken is clearly specified;
- and
- (5) Other information is obtained that is relevant to administering the medication to the pupil or otherwise assisting the pupil in administration of the medication.

(b) A pupil's parent or legal guardian may deliver the authorized health care provider's written statement to an authorized representative of the local education agency, such as the schoolsite administrator or his or her designee.

(c) A local education agency may require that an amended or new written statement be provided annually and whenever there is a change in the pupil'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.

NOTE: Authority cited: Sections 33031 and 49423.6, Education Code. Reference: Sections 49423 and 49423.6, Education Code.

§ 603. Written Statement of the Parent or Legal Guardian.

(a) A local education agency may establish specifications for the written statement of the pupil's parent or legal guardian in order to ensure that:

(1) The pupil is clearly identified.

(2) Permission is obtained for an authorized representative of the local education agency to communicate directly with the pupil's authorized health care provider, as may be necessary, regarding the authorized health care provider's written statement.

(3) The parent or legal guardian understands what employees of the local education agency will do to administer the medication to the pupil or otherwise assist the pupil in the administration of the medication.

(4) The parent or legal guardian understands his or her responsibilities to enable employees of the local education agency to administer the medication to the pupil or otherwise assist the pupil in administration of the medication, e.g., to ensure that a current authorized health care provider's written statement has been delivered to an authorized representative of the local education agency, or to ensure that the medication is delivered to the schoolsite in a proper container by an individual legally authorized to be in possession of the medication.

(5) The parent or legal guardian understands how he or she may terminate consent for administration of the medication to the pupil or otherwise assisting the pupil in the administration of the medication.

(b) A local education agency may provide reasonable accommodations to a parent or legal guardian who has insufficient English language proficiency to produce a written statement without assistance or who has a disability that makes it difficult to produce a written statement.

NOTE: Authority cited: Sections 33031 and 49423.6, Education Code. Reference: Sections 49423 and 49423.6, Education Code.

§ 604. Administration of Medication to Pupils or Otherwise Assisting Pupils in the Administration of Medication.

(a) A school nurse may administer medication to a pupil or otherwise assist a pupil in the administration of medication as allowed by law and in keeping with applicable standards of professional practice.

(b) Other designated school personnel may administer medication to pupils or otherwise assist pupils in the administration of medication as allowed by law and, if they are licensed health care professionals, in keeping with applicable standards of professional practice for their license.

(c) The pupil's parent or legal guardian may administer medication to the pupil or otherwise assist the pupil in the administration of medication as allowed by law.

(d) An individual designated to do so by the parent or legal guardian may administer medication to the pupil or otherwise assist the pupil in the administration of medication as allowed by law. A local education agency may establish rules governing the designation of an individual by a parent or legal guardian in order to ensure that:

- (1) The individual is clearly identified;
- (2) The individual is willing to accept the designation;
- (3) The individual being designated is permitted to be present on the school site;
- (4) Any limitations on the individual's authority in his or her capacity as designee are clearly established; and

(5) The individual's service as a designee would not be inconsistent or in conflict with his or her employment responsibilities, if the individual being designated is employed by the local education agency.

NOTE: Authority cited: Sections 33031 and 49423.6, Education Code. Reference: Sections 49423 and 49423.6, Education Code.

§605. Self-Administration of Medication.

With the approval of the pupil's authorized health care provider and the approval of the pupil's parent or legal guardian, a local education agency may allow a pupil to carry medication and to self-administer the medication. A local education agency may establish rules governing self-administration in order to protect the health and safety both of the pupil and of the whole student body and staff at the schoolsite. Through such rules, a local education agency may describe circumstances under which self-administration may be prohibited.

NOTE: Authority cited: Sections 33031 and 49423.6, Education Code. Reference: Sections 49423 and 49423.6, Education Code.

§ 606. Delivery and Storage of Medication.

A local education agency may establish policies governing the delivery of medication to the schoolsite (other than medication a pupil is allowed to carry for purposes of self-administration), as well as the storage of medication in a manner that is secure and maintains the medication's effectiveness.

NOTE: Authority cited: Sections 33031 and 49423.6, Education Code. Reference: Sections 49423 and 49423.6, Education Code.

§ 607. Documentation.

A local education agency may establish policies regarding documentation of the administration of medication to pupils or otherwise assisting pupils in the administration of medication to ensure that:

- (a) Pupil confidentiality is appropriately maintained;
- (b) A medication record is maintained for each pupil to whom medication is administered or other assistance is provided in the administration of medication; and
- (c) An appropriate record is kept of pupils who are allowed to carry and self-administer medication.

NOTE: Authority cited: Sections 33031 and 49423.6, Education Code. Reference: Sections 49423 and 49423.6, Education Code.

§ 608. Deviation from Authorized Health Care Provider's Written Statement.

A local education agency may establish policies regarding any material or significant deviation from the authorized health care provider's written statement in order to ensure that, as quickly as possible upon discovery, appropriate notification of the deviation is made:

- (a) In accordance with applicable standards of professional practice, if the discovery is made by a licensed health care professional; or
- (b) To the schoolsite administrator, the pupil's parent or legal guardian, an employee of the local education agency who is a licensed health care professional (if any), and the pupil's authorized health care provider, if the discovery is made by an individual who is not a licensed health care professional.

NOTE: Authority cited: Sections 33031 and 49423.6, Education Code. Reference: Sections 49423 and 49423.6, Education Code.

§ 609. Unused, Discontinued and Outdated Medication.

A local education agency may establish policies regarding unused, discontinued, and outdated medication in order to ensure that:

- (a) Such medication is returned to the pupil's parent or legal guardian where possible;
- (b) Such medication that cannot be returned to the pupil's parent or legal guardian is disposed of by the end of the school year in accordance with applicable law.

NOTE: Authority cited: Sections 33031 and 49423.6, Education Code. Reference: Sections 49423 and 49423.6, Education Code.

§ 610. Applicability of this Article.

Nothing in this article may be interpreted as creating a state-mandated local program or as affecting in any way:

(a) The statutes, regulations, or standards of practice governing any health care professional licensed by the State of California in the carrying out of activities authorized by the license;

(b) The statutes or regulations governing the administration of medication to pupils or otherwise assisting pupils in the administration of medication by individuals who are not licensed health care professionals, other than Section 49423 and subdivision (b) of Section 49423.6 of the Education Code;

(c) The use of emergency epinephrine auto-injectors pursuant to Section 49414 of the Education Code;

(d) The content or implementation of a pupil's individualized education program prepared in accordance with applicable provisions of federal and state law, or a pupil's Section 504 Accommodation Plan prepared in accordance with applicable provisions of the federal Rehabilitation Act of 1973.

NOTE: Authority cited: Sections 33031 and 49423.6, Education Code. Reference: Sections 49414, 49423 and 49423.6, and Part 30 (commencing with Section 56000) of Division 4 of Title 2, Education Code.

§ 611. Issuance and Periodic Updating of Advisory.

The California Department of Education, with the approval of the State Board of Education, may issue and periodically update an advisory providing non-binding guidance on the administration of medication to pupils and otherwise assisting pupils in the administration of medication. The advisory shall be a program guideline under Education Code Section 33308.5, and shall meet the requirements of Education Code Section 33308.5 (including the written notification that the guideline is merely exemplary and that compliance with the guideline is not mandatory).

NOTE: Authority cited: Sections 33031 and 49423.6, Education Code. Reference: Sections 33308.5, 49423 and 49423.6, Education Code.

APPENDIX C: GLOSSARY

authorized health care provider. A person who is licensed by the State of California to prescribe medication (*California Code of Regulations (CCR), Title 5, Section 601[a]*).

capable. Having the ability to perform a task correctly and competently.

controlled substances. Controlled substances are drugs that are regulated by the U.S. Drug Enforcement Administration (DEA). These drugs generally have potential for abuse or illicit distribution. The DEA has divided controlled substances into five schedules according to their potential for abuse. Schedule I drugs have the greatest potential for abuse and Schedule V drugs have the least. **It is a criminal act to violate federal law related to controlled substances.** A Schedule II drug that is commonly administered in schools is Ritalin (methylphenidate). More information about the five schedules of controlled substances may be found on the DEA Web site at <http://www.usdoj.gov/dea/pubs/csa.html>

designated school personnel. Persons employed by the local education agency who satisfy the following requirements:

1. Has consented to administer the medication to a student or otherwise assist a student in the administration of medication (unlicensed personnel). (*CCR, Title 5, Section 601[e][1]*)
2. May legally administer the medication to a student or otherwise assist a student in the administration of the medication (licensed health care personnel) (*CCR, Title 5, Section 601[e][2]*).

duly qualified supervisor of health. A California credentialed school nurse or a California licensed physician and surgeon may serve as supervisors of health (*EC sections 44871 - 44878*).

emergency medication. Life sustaining medication that is provided to avert death. Staff administering life-sustaining medication should be prepared to provide additional life support, such as cardiopulmonary resuscitation (CPR), if needed.

medication. Includes substances dispensed in the United States by prescription and substances that do not require prescriptions, such as over-the-counter remedies, nutritional supplements, and herbal remedies (*CCR, Title 5, Section 601[b]*).

medication error. Any preventable event that may lead to or cause inappropriate medication use or patient harm while the medication is in the control of the health care professional, patient, or consumer. Such events may be related to professional practice, health care products, procedures, and systems, such as prescribing; order communication; product labeling, packaging, and nomenclature; compounding; dispensing; distribution; administration; education; monitoring; and use (National Coordinating Council for Medication Error Reporting and Prevention: <http://www.nccmerp.org/aboutMedErrors.html>).

medication log. A form used by the local educational agency (LEA) for the documentation of the administration of the medication to a student or otherwise assisting the student in the administration of the medication (*CCR, Title 5, Section 601 [d][3]*).

medication record. May include the following information:

1. The authorized health care provider's written authorization
2. The written statement of the parent or legal guardian
3. The medication log
4. Any other written documentation related to the administration of the medication to the student or otherwise assisting the student in the administration of the medication (*CCR, Title 5, Section 601[d][1-4]*)

med-pak. A prescribed medication package containing more than one medication.

parent or guardian. The person who has the legal responsibility to care for a specific student is recognized by the LEA as having authority to make medical decisions for the student.

Parent or guardian consent for medication administration. A written statement from the parent or guardian of the student permitting the LEA to assist the student according to the California licensed health care provider's statement and to communicate with the student's health care provider, as necessary, regarding the medication. The written statement also indicates the parent or guardian's understanding of his or her role and responsibilities for medication administered to his or her child at school (*CCR, Title 5, Section 603*).

PRN (*pro re nata*) medication. This medication is administered as needed to the patient. These authorized medications are administered when specific described signs and symptoms are present.

regular school day. A regular school day includes the time a student receives instruction and the time during which a student otherwise participates in activities under the auspices of the LEA, such as field trips, extracurricular and cocurricular activities, before or after-school programs, and camps or other activities that typically involve at least one overnight stay away from home (*CCR, Title 5, Section 601 [g]*).

school nurse. A person employed by the LEA who is a currently licensed registered nurse and is credentialed pursuant to *EC Section 44877*.

Sharps. Objects that can penetrate the skin including needles and lancets.

sharps container. A container approved by the California Occupational Safety and Health Association for the disposal of sharps.

Specialized physical health care services. These services are prescribed by a physician, may require medically related training to perform, and are necessary for the student to attend school (*EC Section 49423.5[d]*; *CCR, Title 5, Section 3051.12[b][1][A]*).

Standard. "That which is established by custom or authority as a model, criterion, or rule for comparison of measurement." (*Taber's Cyclopedic Medical Dictionary*, Edition 18, Edited by C.L. Thomas, Philadelphia: F.A. Davis Company, 1997)

standardized procedures. Protocols and procedures developed through collaboration among school or hospital administrators and health professionals, including licensed physicians, surgeons, and nurses to be utilized in the provision of the specialized physical health care services (*CCR, Title 5, Section 3051.12 [b][1][B]*).

Supervision. Review, observation, or instruction of a designated school person's performance and of physical health care services, but does not necessarily require the immediate presence of the supervisor at all times.

1. Immediate supervision means that the supervisor shall be physically present while a procedure is being administered (*CCR, Title 5, Section 3051.12[b][1][D][1]*).
2. Direct supervision means that the supervisor shall be present in the same building as the person being supervised and available for consultation or assistance (*CCR, Title 5, Section 3051.12[b][1][D][2]*).
3. Indirect supervision means that the supervisor shall be available to the qualified designated school employee either in person or through electronic means to provide necessary instruction, consultation, and referral to appropriate care and services as needed (*CCR, Title 5, Section 3051.12[b][1][D][3]*).
4. Supervision of designated school persons shall include review on-site by a qualified school nurse, qualified public health nurse, or qualified licensed physician and surgeon. Supervision shall also include review of the competence of that individual in performing the specialized health care service, maintenance of appropriate records, physical environment, and equipment (*CCR, Title 5, Section 3051.12[b][1][D][3]*).

Training. Preparation in the appropriate delivery and skillful performance of standard procedures for the administration of medication in school provided by a duly qualified supervisor of health or obtained in an approved program provided by an appropriate agency (*CCR, Title 5, Section 3051,12 [b][1][E]*).

universal precautions. Body fluid and blood exposure precautions and controls are used by persons providing health care or assisting with daily living skills as required by the California Occupational Safety and Health Association. These precautions include proper hand washing, the use of protective gloves when dealing with body fluids, and the proper disposal of wastes and approved environment disinfectants.

unlicensed designated school personnel. May include any person employed by the LEA who does not possess a current California license for health care.

APPENDIX D: REFERENCES:

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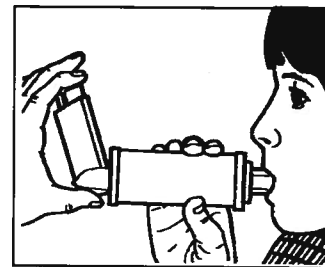
United States Department of Labor, Occupational Safety and Health Administration. *Blood Borne Pathogens*. <http://www.osha.gov>. See also <http://www.osha.gov/SLTC/bloodbornepathogens/index.html>. (Accessed May 26, 2004)

Overview for California Schools

Asthma Medication Law

Effective January 1, 2005

A full copy of the law (AB 2132) can be downloaded at: www.leginfo.ca.gov



Overview of the law

In January 2005 a new California law goes into effect allowing students with asthma to carry and self-administer their prescribed asthma medication. This legislation amends the California Education Code so that students with asthma would have immediate access to their potentially life-saving medications.

Previously, schools and school districts decided independently whether or not to allow students to carry and self-administer asthma medication. Schools will now benefit from knowing that many students with asthma have their medication right when they need it.

Requirements

Students who need to take asthma medication prescribed by a physician during the school day may carry and self-administer inhaled asthma medication if two requirements are met.

Requirement #1: The school district must receive a written statement *from the physician* with the following information *:



- a. The name of the medication;
- b. How it is to be used;
- c. Dosage;
- d. Confirmation that the student is able to self-administer the medication.

Requirement #2: The school district must receive a written statement *from parent/foster parent/guardian* with the following information *:



- a. Consent allowing the student to self-administer his/her asthma medication;
- b. Release allowing the school nurse or other designated school personnel to consult with the student's physician if questions or concerns arise;
- c. Release absolving the school district and school personnel from civil liability if the self-administering student suffers an adverse reaction.

* Written authorization from the student's physician and parent/guardian must be updated **annually** or whenever the medication or procedure for taking it changes.

Tips for Schools

Some students will not be ready to carry and administer their own medication. Schools need to have policies in place allowing students immediate access to asthma medications stored at school. Staff should be trained to use protocols for asthma emergencies and know how to administer medication. Additionally, students self-carrying asthma medication may want to store a back up supply at school in the event that they forget to bring theirs.

Deciding if a student should carry and self-administer medication

The decision to allow a student to carry and self-administer asthma medication should be made on a case by case basis by the student's physician, parent/guardian, and when available, a school nurse. These are the factors that should be considered.

Student factors:

- Does the student want to carry and administer his/her own medication?
- What is his/her age, maturity, and developmental level?
- Is the student able to identify his/her asthma symptoms?
- Does he/she know the correct technique in administering medication?
- Is the student willing to comply with school's rules about use of medicine in schools (not sharing, notifying an adult when they need help)?
- Is he/she responsible for self-carrying and administering medication in other settings (after school, friends' homes)?

Parent/guardian factors:

- Do they want the student to self-carry and self-administer medication at school?
- Are they aware of school medication policies and parental responsibilities?
- Are they committed to making sure the student has the needed medication with them, refilling the medication when needed and monitoring medication use at school with the school team?

Additional resources for schools

California Department of Health Services:
Asthma Action Plan for Schools and Families
www.CAasthma.org

American Lung Association of California:
News release and a sample letter for schools as part of their outreach to parents about the new law
<http://californialung.org/press/041229Asthma.html>

This fact sheet was produced by California Breathing, a program of the California Department of Health Services, Environmental Health Investigations Branch and the Centers for Disease Control and Prevention. For questions about asthma and California schools, contact Deanna Rossi, drossi@dhs.ca.gov. Website: www.californiabreathing.org



Directive to Administrators (Specify which administrators)		WAD (Wednesday) Publication Date	WAD Notice Number	No. of Pages
All Administrators		May 11, 2011		1 of 6
WAD Title (Limit to 4-6 Words)			Date Due (if applicable)	Not Applicable After
Medication Retrieval from Schools			N/A	May 27, 2011
From	Title	Signature		Telephone
Kim Coates	Supervisor, Student Support Services			242-2615
Inform:				
<input checked="" type="checkbox"/> Certificated Staff <input checked="" type="checkbox"/> Classified Staff <input checked="" type="checkbox"/> Parents <input type="checkbox"/> Post on Bulletin Board Other _____				

Administrative Directive

MEDICATION RETRIEVAL FROM SCHOOLS

WHAT: All unused, discontinued, or outdated medication must be returned to student's parent/guardian at the end of the school year

WHO: The School Administrator must designate a school staff member (usually the administrative assistant) to coordinate the return or disposal of unused medication.

WHY: CA Ed Code and CA Code of Regulations requires that "medication is returned to parent or legal guardian where possible; such medication that cannot be returned to the pupil's parent or legal guardian is disposed of by the end of the school year in accordance with the applicable law."

HOW:

- a) **Parents/guardians must be notified two weeks prior to the end of school (by May 13) to retrieve the medication at the school.** (Parent/guardian letters are attached)
To ensure parent/guardian contact, it may be necessary to notify the parent/guardian by phone.
- b) **Notification for the 2011-2012 school year**
 - Please attach blank medication forms and Emergency Care Plans so that forms can be completed by the parents/guardians and health care providers during the summer for 2011/12 school year. Forms can be downloaded from the School Health Manual under Resources at www.healthiersf.org
- c) **Medication that is RETURNED must be documented in the following manner:**
 - Document return of medication to parent/guardian on the student's medication log
 - The log should contain the name of the medication and the return date
 - The parent/guardian receiving the medication should sign the medication log
 - The school staff member returning the medication to parent/guardian should also sign the medication log

CONTINUED ON NEXT PAGE

Administrative Directive

MEDICATION RETRIEVAL FROM SCHOOLS – CONTINUED

IF THE PARENT/GUARDIAN DOES NOT CLAIM THE MEDICATION

Do not give to the student to bring home

Do not dispose of unclaimed medication in the trash. Instead:

- Medication should be brought to the Department of Public Health Community Health Center nearest to your school (See attached list of Community Health Centers).
- Site administrator (designee) should contact the nurse manager at the Community Health Center to arrange a mutually convenient time for drop-off.
- Bring medication to a Community Health Center in a sealed envelope.

PROCEDURE FOR MEDICATION DISPOSAL via the Community Health Center

- Medication to be disposed of must be witnessed by another school staff member as it is put into an envelope and sealed
- Documentation on the log must include:
 - Date of disposal
 - Medication name
 - Method of disposal
 - Source for directions of disposal method (WAD notice May 9, 2011)
 - Signatures of the person disposing of the medication and the witness to the disposal
 - Signature of Community Health Center nurse receiving the envelope

Please contact the **Nurse of the Day** at the Student Support Services Department 242-2615 if there are any questions.

Attached Documents:

- 1) Community Health Centers – Location and Contact Information
- 2) Request for Retrieval of Medication (English, Spanish, Chinese)

<i>Approved</i>	Cabinet Member Kevin Truitt	Title Associate Superintendent of Student Support Services Department	Signature
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SAN FRANCISCO UNIFIED SCHOOL DISTRICT WEEKLY ADMINISTRATIVE DIRECTIVE (WAD)

**SAN FRANCISCO DEPARTMENT OF PUBLIC HEALTH
COMMUNITY HEALTH CENTERS**

Castro-Mission Health Center
3850 17th Street @Noe 934-7700
Nurse Manager: Lissette Waterman – 934-7755

Chinatown Health Center
1490 Mason Street 364-7600
Nurse Manager: Kit Chan – 364-7608

Maxine Hall Health Center
1301 Pierce Street 292-1300
Nurse Manager (Interim): Sherry Hite – 292-1353

Ocean Park Health Center
1351 24th Avenue 682-1900
Nurse Manager: Nancy Lew – 682-1942

Potrero Hill Health Center
1050 Wisconsin 648-3022
Nurse Manager: Evita Mullins - 920-1223

Silver Avenue Health Center
1524 Silver Avenue 657-1700
Nurse Manager: Pat Greene – 657-1703

Southeast Health Center
2401 Keith Street 671-7000
Nurse Manager: Ricardo Duarte - 671-7073

REQUEST FOR RETRIEVAL OF MEDICATION

Date _____

Dear Parent/Guardian:

In accordance with California Education Code, you are responsible for **collecting your child's medication** from the school at the end of the school year. Medications that remain after the last day of school will be discarded.

For your convenience, we are enclosing a **Medication Form** and **Emergency Care Plan**. These forms must be completed by your child's health care provider and returned at the start of the school year if medications are to be taken at school during the 2011-12 school year.

We urge you to make an appointment with your child's health care provider during the summer.

Sincerely,

Principal

SOLICITUD PARA QUE RETIRE EL MEDICAMENTO DE LA ESCUELA

Fecha: _____

Estimado padre de familia o encargado:

De acuerdo con el Código de Educación del Estado de California, usted es responsable de recoger el medicamento de su hijo/a, cuando finalice el año escolar. Cualquier medicina que permanezca después del último día de clases será desechada.

Para su conveniencia, le adjuntamos el **Formulario para la Medicación y el Plan de Emergencia** del estudiante. Estos formularios los debe de completar el doctor del educando u otro proveedor de servicios médicos, y deberá devolverlos a la escuela cuando se inicie el año escolar 2011-2012.

Lo instamos para que haga una cita con el doctor de su hijo/a u otro proveedor de servicios médicos durante el verano.

Atentamente,

Director

取回用剩藥物通知

親愛的家長 / 監護人：

依照加州教育法令，閣下有責任在學年終結前到學校取回子女用剩的藥物。如學年結束後還未被取回，所剩藥物將被扔掉。

為方便閣下，我們已隨函附上一份藥物治療表格和一份緊急護理計劃。這些表格必須由閣下子女的醫生或其他醫療保健提供者填妥。如閣下子女在 2011-2012 學年需要在校服藥，請務必在新學年開始之際將表格交回學校。

我們呼籲閣下在暑假期間安排約見子女的醫生或其他醫療保健提供者。

校長 啟