

SPECIAL SERVICES

Health and Welfare

First Aid, Emergency Treatment, and Administration of Medication for Students

This regulation supersedes Regulation 2102.10.

I. PURPOSE

To establish procedures for the administration of health-related services in the schools, including first aid, emergency treatment, and administration of medication for students. This regulation has been developed in consultation with the Virginia Department of Education and the Fairfax County Health Department. Procedures and forms in this regulation will apply for Fairfax County Public Schools (FCPS), as well as for Fairfax County Health Department (FCHD) and School Age Child Care (SACC) personnel working with students in the schools. Procedures established in this regulation shall be followed during the school day, at school-sponsored activities, and while on a school bus or other school property.

II. SUMMARY OF CHANGES SINCE LAST PUBLICATION

- A. In section IV.A., the title of the FCPS manual is corrected.
- B. Section IV.B. clarifies that information will be shared with school staff members if a student's health condition changes and also clarifies distribution of seizure form.
- C. Section V.D. clarifies which medications must be administered in the clinic.
- D. Sections V.D.1., VII.A.2., VIII., and X.A. are reworded for consistency with the Code of Virginia regarding the approval process for students to carry their own emergency medicines.
- E. Section V.D.2. adds epinephrine as one of the approved emergency medicines for students to carry and adds the requirement for annual review of permission.
- F. Sections V.E.3., VI.B.1.a.5., VI.B.3.d.2., and XI.A.3. clarify medication dosage.
- G. Section VI.B.1.b. clarifies that authorization must be received in written form.
- H. Section VI.B.3.c. clarifies that the Medication Authorization form is not required for students to carry cough drops and throat lozenges.
- I. Section VII. adds diastat as an emergency medication.

- J. Sections VII.A., VII.A.1., and VII.A.4. add soluortef and rectal diastat as emergency medications that can be administered in school by nonhealth professionals.
- K. Section VII.A.1. clarifies who receives training.
- L. Section VII.B. clarifies that medications will be accessible for students or staff members to administer.
- M. Section IX. includes hand lotion as a nonmedication product.
- N. Section X. clarifies that separate supplies of medication(s) are required for SACC.
- O. Section XI.A. indicates which medication forms are required for use on field trips and deletes redundant language.
- P. Section XI.A.1. includes date of birth to identify student.
- Q. Section XII.B. clarifies preparation of medication(s) for emergency situations.

III. GENERAL PROVISIONS

- A. The provisions of this regulation are intended to enhance student participation in the educational program, to meet student health needs, and to prevent possible harm to students from receiving unauthorized treatment or medication. While being monitored by school or health department personnel, students will be encouraged toward the goal of health self-sufficiency by accepting responsibility for their health needs as established by regulations, procedures, and practices and for their authorized medication, as appropriate for their age and/or medical condition.
- B. To ensure student safety, FCPS has adopted the position that parents and guardians shall administer medications at home whenever possible. Recognizing that some medications may need to be taken at school, this regulation describes the authorization process for granting exceptions that permit certain medications to be administered in school.
- C. The principal or his or her designee is responsible for ensuring that disclosure or dissemination, to school staff members or other individuals, of information related to the health condition of a student follows guidelines of Virginia Code, Sections 22.1-287 and 22.1-289; the current version of the FCPS manual Management of the Student Scholastic Record, and the current version of FCPS Regulation 2104.

IV. FIRST AID AND EMERGENCY TREATMENT

- A. First aid as it appears in the FCPS manual, School Health Care Emergencies: Temporary Care Guidelines, shall be provided to students.
 - 1. Any school staff member designated by the principal to render care shall complete training provided by the FCHD public health nurse (PHN).
 - 2. Volunteers who may render care to sick or injured students must receive training by the PHN.

3. First aid supplies shall be kept in central locations in the schools, where they will remain clean, dry, and available to all personnel.
- B. Since students may have epileptic seizures and/or asthma attacks or other health conditions at school, teachers shall be made aware of appropriate procedures for handling these conditions and for calling 911, Emergency Medical Services (EMS). Each year, information on asthma, epilepsy, or other serious health conditions shall be made available for teachers of these students as needed. In-service training shall be coordinated by the school PHN. A seizure description form, available only through computers within the internal FCPS network (FCPSnet) at http://fcpsnet.fcps.edu/it/offices/eis/doc_mgmnt/information/se67.pdf, is provided as a follow-up to help the student's physician monitor the student with seizures. The original seizure description form goes home with the student, and a copy goes to the clinic.
- C. When an emergency exists, school staff members will implement appropriate emergency procedures.
1. Any staff member shall contact 911, EMS. In the event of a need to evacuate the school, the principal or his or her designee shall be responsible for transporting the student emergency care cards to a safe location. Emergency procedures shall be followed as recommended in the FCPS Crisis Management Workbook.
 2. Staff members at every school shall be trained to administer emergency procedures needed in life-threatening situations. In general, those trained shall be staff members most likely to be in immediate proximity of the student in the event of an emergency.
 3. The Virginia Good Samaritan law grants civil immunity protection to anyone (excluding medical professionals) who, in good faith, renders emergency care or administers special medication or health procedures in life-threatening situations to any ill or injured student.
 4. A school "employee" includes any person employed by the FCHD who is assigned to the public school as a result of an agreement between the FCHD and the School Board.
- D. At least two employees shall have current certification in cardiopulmonary resuscitation (CPR) or shall have received training, within the last two years, in emergency first aid and CPR.
- E. With the exception of school administrative personnel and persons with the specific duty to deliver health-related services, no licensed or unlicensed instructional employee, instructional aide, or clerical employee shall be disciplined, placed on probation, or dismissed on the basis of such employee's refusal to:
1. Perform nonemergency health-related services for students.
 2. Obtain training in the administration of insulin and glucagon.

- F. If a school has a student who is diagnosed as having diabetes and who requires assistance in the administration of glucagon or insulin, at least three FCPS employees, in addition to the clinic room aide, in that school shall have been trained in the administration of insulin and glucagon. Training in the administration of glucagon and insulin will be in compliance with the Code of Virginia Section 22.1-274 and the guidelines established by the Virginia Board of Nursing. When the assigned school PHN is present, he or she shall help administer insulin or administer glucagon.

V. ADMINISTRATION OF MEDICATIONS

- A. Any staff member designated by the principal to administer medications shall complete training provided by the FCHD PHN.
 - 1. Instructional aides and clerical employees may not refuse to dispense oral medications.
 - 2. In accordance with the Nurse Practice Act, the PHN cannot administer medications except in emergency situations.
 - 3. PHNs cannot train volunteers to administer any medications. Principals should not designate volunteers to administer medications.
- B. No School Board employee, school PHN, or clinic room aide shall administer any medication or treatment allowed, as an exception under the current version of Policy 2101, unless the principal or his or her designee has personally reviewed all the required clearances. All appropriate forms must be legible and properly completed, including faxes.
- C. Parents and guardians must transport medications to and from the school. With parent or guardian approval, a high school student may carry an over-the-counter (OTC) medication to and from the school clinic. If tablets are to be divided, the parent or guardian is responsible for dividing the tablets.
- D. Except for emergency or special preapproved situations, all medications shall be administered in the clinic. Parents and guardians shall develop a plan with the student to ensure that he or she goes to the clinic at the prescribed time. Medication can be given only within one half hour before or after the prescribed time.
 - 1. Students are allowed to carry and to self-administer medication such as insulin, inhalers, epinephrine, and digestive enzymes. A student carrying his or her own emergency medicines must have a student health care plan in place (see the current version of Regulation 2104) and the appropriate authorization form signed by his or her health care provider.
 - 2. Based on the age and maturity of the student or other relevant considerations, the principal may impose reasonable limitations or restrictions on possession and use of an inhaler and epinephrine. If a student is not safely and effectively using the inhaler or epinephrine, the principal may revoke permission to carry the inhaler or the epinephrine, following consultation with the parent or

guardian, the school PHN, or another licensed medical professional. Permission to possess and self-administer such medications shall be reviewed annually.

- E. Except for OTC medications, all medications, including physician samples, must be in a container labeled and dated by the pharmacist or licensed medical professional. The label must specify:
1. Name of student.
 2. Name of medication.
 3. Exact dosage to be taken in school (e.g., milligrams per tablet, milligrams per ml/cc).
 4. Frequency or time interval dosage is to be administered. It is not necessary to note the exact time the dosage is to be taken at school on the container label. However, the exact time the dosage is to be taken at school is still required to be noted on the Medication Authorization form.

VI. THE PROCESS FOR AUTHORIZING EXCEPTIONS FOR ADMINISTRATION OF MEDICATIONS IN THE SCHOOL

FCPS requires the parent or guardian to complete a Medication Authorization form, which is available at <http://www.fcps.edu/DIT/forms/se63.pdf> for each prescription or nonprescription medication a student must take at school.

A. Definitions

1. Prescription Medication

Any medication prescribed by a licensed physician or dentist. Herbal and homeopathic preparations (without FDA approval) will be treated in the same manner as prescription medications and will require a physician's order.

2. Nonprescription Medication

An OTC medication that has FDA approval can be obtained legally without a doctor's prescription and is used for relief of symptoms (discomfort) on a temporary basis. FCPS recognizes two types of OTC medications:

a. OTC pain relievers

Examples of acceptable pain relievers for headaches, muscle aches, orthodontic pain, or menstrual cramps would include acetaminophen, aspirin, ibuprofen, naproxin sodium, Midol, Pamprin, and Excedrin.

b. OTC medications other than pain relievers

Examples include cough drops, nasal sprays, decongestants, digestive enzymes, glucose, and salt tablets.

3. Licensed Medical Professionals

The following may approve medications: doctor of medicine (MD), doctor of dental surgery (DDS), doctor of medical dentistry (DMD), doctor of osteopathic medicine (DOM), doctor of podiatric medicine (DPM), licensed nurse practitioner (LNP), physician's assistant (PA), pedodontist, orthodontist, and oral surgeon.

B. Authorization of prescription and OTC medications

1. Written orders from the physician or licensed medical professional must accompany all long-term medications to be taken in the school setting.

a. The order must delineate:

- (1) Name of student.
- (2) Date of birth.
- (3) Reason for medication or diagnosis.
- (4) Name of medication in lay language with no abbreviations.
- (5) Exact dosage to be taken in school (e.g., milligrams per tablet, milligrams per ml/cc).
- (6) Time to take medication and frequency or exact time interval dosage is to be administered.
- (7) Sequence in which the medications should be taken, in cases in which more than one medication is prescribed.
- (8) If medication is given on an as-needed basis, specify the exact conditions or symptoms when medication is to be taken and the time at which it may be given again. ("Repeat as necessary" is unacceptable).
- (9) Duration of medication order or effective dates.

b. The Medication Authorization form must also be received authorizing a parent's or guardian's request for a school staff member or the clinic room aide to facilitate a student's taking prescription medication.

c. If medication is prescribed for a student to alleviate specific symptoms (as described by the licensed medical professional) and the orders state that the medication can be repeated within an exact time period, the parent or guardian must inform the school as to the time at which the medication is to be administered at school. When a new order for this kind of medication is received at the school, the parent or guardian shall complete part I of the Medication Authorization form, and the licensed medical professional must complete part II or provide the requested information on the licensed medical professional's stationery or a prescription pad.

d. Unless otherwise noted, a licensed medical professional's orders for medication are good for one school year, defined as September 1 to August 31 of the following year (or adjusted appropriately for a modified calendar school). At the beginning of each school year, a newly executed

Medication Authorization form is required for all medications that are to be continued from the previous school year.

2. The parent or guardian may authorize prescribed antibiotic and antiviral medication (e.g., ear and eye drops, ointments, as well as oral medication) by completing the Medication Authorization form, parts I and II.

3. OTC medications

- a. With parent or guardian and licensed medical professional approval

OTC medications (other than pain relievers) may be given as needed throughout the school year with the parent's or guardian's signature and the licensed medical professional's signature on the Medication Authorization form. The parent or guardian must complete part I, and the licensed medical professional must complete part II.

- b. With only parent or guardian approval

OTC medications that are pain relievers may be given as needed throughout the school year with the parent's or guardian's signature on the Medication Authorization form.

In all other cases, OTC medications may be given for up to ten consecutive school days with the parent's or guardian's signature on the Medication Authorization form, part II. If symptoms or condition persists for more than ten consecutive school days, physician authorization, part II, is required to continue the administration of the medication or medications of that class or type.

- c. Cough drops and throat lozenges

Cough drops and throat lozenges may be carried and used by students in kindergarten through grade 12 as needed throughout the school year, provided that they are in the original container or packaging (Medication Authorization form is not required). Students must not share cough drops or throat lozenges under any circumstances.

- d. Labeling for all OTC medications

Every OTC medication must be in the original container with the name of the medication visible. The parent or guardian must label the original container with the following:

- (1) Name of student.
- (2) Exact dosage to be taken in school (e.g., milligrams per tablet, milligrams per ml/cc).
- (3) Frequency or time interval dosage is to be administered.

VII. INJECTABLE MEDICATIONS AND RECTAL DIASTAT

The only injectable medications that may be administered in school are described in this

section. The use of rectal diastat is also described.

A. Emergency injections, such as epinephrine, glucagon, or solucortef, or the use of rectal diastat

1. When a licensed medical professional believes that an injectable medication, such as epinephrine, glucagon, or solucortef, or the use of rectal diastat is necessary during school hours, it will be administered in FCPS by nonhealth professionals.

FCPS staff members are taught by the school PHN to administer the injection or rectal diastat, following training guidelines approved by the Virginia Board of Nursing. For this reason, only premeasured doses of epinephrine (EpiPen, EpiPen Jr., Twinject, or Solucortef) or glucagon may be given. For epinephrine, it shall be noted that these staff members are not trained observers. They cannot observe for the development of symptoms before administering the injection. The injection will be given immediately after report of exposure to the allergen. Type of exposure (e.g., ingestion, skin contact, inhaled) as well as specific allergen must be indicated on the licensed medical professional's order.

Three FCPS staff members shall be trained in the procedure. These trained individuals shall be regular members of the school staff, to ensure the presence of at least one of the three during school hours. The clinic room aide assigned to the school may be trained so that a fourth trained person would be available.

2. In situations when students are approved to carry their own epinephrine or glucagon, the three trained individuals in addition to the clinic room aide must be instructed in the administration procedure in the event that the student is unable to self-administer. A second dose, to be used for backup, should be kept in the clinic and/or other approved locations in case the student's medication is not available.
3. The parent or guardian and licensed medical professional, as indicated, must complete the appropriate authorization form.
 - a. For epinephrine, the parent must complete and sign the Epinephrine Authorization form, part I, which is available at <http://www.fcps.edu/DIT/forms/se64.pdf>. The licensed medical professional must complete and sign part II of the Epinephrine Authorization form and indicate whether the student has been trained to administer his or her own epinephrine and is independent.
 - b. For glucagon, the parent or guardian must complete the Medication Authorization form, part I, and the licensed medical professional must complete and sign part II.
4. The school shall contact the EMS and the parent or guardian when a student has been given epinephrine, glucagon, solucortef, or diastat.

B. Insulin injection

When a licensed medical professional believes that a student is unable to self-administer insulin in a nonemergency, the medication will be stored in the school clinic for the student to receive in accordance with the licensed medical professional's orders.

1. The school PHN shall train school staff members to help a student administer insulin if the licensed medical professional's orders are clear and in accordance with the regulations.
2. The parent or guardian must complete the Medication Authorization form, part I. The licensed medical professional must complete and sign part II.

VIII. INHALERS

With diagnosis of asthma, or other related condition, orders from the licensed medical professional and at the acknowledgement of the principal, a student may be permitted to carry and use an inhaler for asthmatic conditions. A second inhaler, to be used as a backup, may be kept in the clinic or other school-approved location.

The licensed medical professional and the parent or guardian must complete the Inhaler Authorization form, which is available at <http://www.fcps.edu/DIT/forms/se65.pdf>. The licensed medical professional shall affirm that the conditions outlined below have been met.

If a student carries an inhaler, the physician must indicate on the Inhaler Authorization form, part II, that the student has the ability to safely manage the medication. The school PHN shall review the information provided by the parent or guardian and physician and ensure that a safe health plan is in place.

IX. NONMEDICATION PRODUCTS

Products used for cosmetic purposes and not for relief of symptoms are not regarded as medication. These products would include nonprescription eye care products such as saline or contact lens solutions and skin care preparations such as Clearasil, lip balm, hand lotion, insect repellent, and sunscreen. Students may carry and use nonmedication products.

X. HANDLING OF STUDENT MEDICATION

A locked central place shall be provided for all medication in each school. This place is normally the clinic. In larger schools or in special circumstances, including field trips and/or outdoor sports activities, additional locations may be identified by the principal or his or her designee. If medication is ordered to be given during SACC, a separate supply of medication is required.

- A. Medication must not be left in classrooms, in teachers' desks, or in students' lunch boxes or lockers. With orders from a licensed medical professional, and the

principal's acknowledgement, a student may carry an inhaler, insulin, digestive enzymes, an EpiPen, or a Twinject.

- B. Within one week after expiration of the effective date on the medication order or on the last day of school, a parent or guardian must personally collect any unused portion of the medication. Medications not claimed within that period shall be discarded.
- C. Staff members shall follow the Administration of Medication procedure, which is available at <http://www.fcps.edu/DIT/forms/se66.pdf>.

XI. FIELD TRIPS

For field trips that are considered extensions of the school's program, arrangements for management of special health procedures and medication shall be provided in accordance with the procedures described in this regulation. At least five days prior to the field trip, the principal or his or her designee must be made aware of the event so that arrangements can be made to meet the student's medication needs.

- A. For one-day field trips, the principal or his or her designee may use the Field Trip Medication envelope label(s), available only through computers within the internal FCPS network (FCPSnet) at http://fcpsnet.fcps.edu/it/offices/eis/doc_mgmnt/information/se134.pdf, to hold the dosage(s) needed for the trip. Copies of the medication chart, available only through computers within the internal FCPS network (FCPSnet) at http://fcpsnet.fcps.edu/it/offices/eis/doc_mgmnt/information/se46.doc, are to accompany the medication envelope. The Medication Authorization form may be sent, but it is not required. The label must state:

1. Name of student and date of birth.
2. Name of medication.
3. Exact dosage to be taken (e.g., milligrams per tablet, milligrams per ml/cc).
4. Frequency or time interval dosage is to be administered.
5. How medication is to be administered (e.g., orally).
6. Licensed medical professional's name and telephone number.

Schools should print the Field Trip Medication Envelope Label form.

- B. For extended one-day field trips only in cases in which a student has an existing medication order on file and the medication container indicates frequency to be administered, a parent or guardian may complete and sign parts I and II of the Medication Authorization form to authorize the administration of additional doses to be given outside of the regular school hours.
- C. For extended field trips of two or more days, an additional Medication Authorization form is required only if the existing medication order does not include all the medications and doses that the student requires for the time involved.
- D. The school must provide a trained staff member on field trips for any student who requires medication and/or health procedures.

XII. SCHOOL CRISIS PLAN

- A. To support the school crisis plan, emergency medications such as inhalers, EpiPens, Twinjects, glucagon, etc. should be kept in labeled containers in a secure location.
- B. A one-day supply of any medication ordered by a physician for the school day will be prepared for the Emergency Medication Bag, which is distributed by the Office of Safety and Security for storing medications and medication orders for use in emergency situations. The one-day field trip medication storage procedure will be used to house the required dose(s) (See the Field Trip Medication Envelope Label). The preparation of the medication(s) dosage(s) will be done as outlined in section X, Field Trips, to include a copy of the Medication Authorization form and the Medication Chart.
- C. If a parent or guardian requests additional medications be kept at school that are not given during the regular school day, authorization forms with physician's signature are required. Medications that may be sent are those that have a life-threatening consequence if not given at a specific time or require consistent administration to maintain therapeutic levels.

XIII. FAIRFAX COUNTY PUBLIC SCHOOLS COMMITMENT

The school system is committed to the health and safety of its students; however, school personnel and SACC and clinic room aides are lay persons with regard to student medical needs. Each exception described herein must be carefully considered, and sound plans must be established.

Legal Reference: Code of Virginia Sections 22.1-274, 22.1-287, 22.1-289, and 54.1-3000

See also current versions of: Policy 2101, Physical Examinations, Immunizations, Contagious Diseases, Treatment of Injuries
Regulation 2104, Health Services—School Health-Related Needs

Other References:

Fairfax County Public Schools manual School Health Care Emergencies: Temporary Care Guidelines, <http://fcpsnet.fcps.edu/ssse/healthinfo/HealthEmergencies.htm>
Fairfax County Public Schools manual Crisis Management Workbook, <http://www.fcps.edu/fts/safety-security/publications/cmw.pdf>
Fairfax County Public Schools manual Management of the Student Scholastic Record, <http://www.fcps.edu/DIT/kam/docmgmt/ssrm.pdf>