

# EMERGENCY MEDICATION ADMINISTRATION

## POLICY AND PROCEDURE CONSIDERATIONS

This guiding document outlines the steps the school nurse takes to seek out and review the limits and requirements of practice in their state, district and school for emergency medication administration policies and procedures. This document is not intended to provide clinical standards or guidelines. The school nurse is responsible for complying with applicable federal, state and local laws, regulations, ordinances, executive orders, policies and any other applicable sources of authority, including standards of practice.

### **Policy:**

- Alert school administrators about policy needed to protect students and school personnel from food allergies and anaphylaxis.
- Establish policies and related protocols that are consistent with evidence-based practice.
- Determine how often policy will be reviewed to determine if evidence-based updates are required.

### **Federal/State Laws and School District Policies:**

- Ensure policies align with existing state and federal guidelines and regulations.
- Ensure policies align with state's Nurse Practice Act and other state laws governing these practices.
- Ensure related school district policies are aligned and not contradictory.

### **Communication:**

- Establish a process for:
  - communication with parents/guardians regarding identification and notification of students with life-threatening illnesses
  - family notification of options for student health and/or education plans (e.g., Section 504, individualized healthcare plans, emergency care plans)
  - privacy and confidentiality of student health information.
- Connect with local EMS to discuss emergency response planning.

### **Emergency Preparedness:**

- Connect with local EMS to discuss emergency medicine administration policy and protocols (e.g., response time, epinephrine protocol).
- Develop protocol(s) for school emergencies and/or disasters, including lockdowns
  - be sure to include protocols for before-after school programming, field trips, and school sponsored events.
- Establish process for post event debriefing following medical emergency events.

### **Authorization to Administer Emergency Medication:**

- Establish who has the authority to identify individual(s) who will be trained and authorized to administer emergency medications.
- Identify which school district personnel will be trained on how to administer emergency medications.
- Identify who has the authority to revoke an individual's ability to administer emergency medication if there is a concern with willingness or competency.
- Determine if bus driver(s) will be authorized to administer emergency medications.

### **Education and Training:**

- Identify how often professional continuing education will be required for the school nurse to ensure competent nursing practice.
- Establish process for school personnel (including before/after school personnel along with staff responsible for school-sponsored events) education/training on:
  - food allergies, anaphylaxis (including from bees and other sources), diabetes and seizures in general for all school personnel
  - steps to take to prevent exposure to food and asthma allergens and seizure triggers for all appropriate school personnel
  - student-specific content to address the student's emergency care plan for school personnel who have primary responsibility for students with food allergies and risk for anaphylaxis.
- Establish a process:
  - to evaluate knowledge and practice outcomes of the school personnel training
  - for periodic reinforcement of the training
  - for documentation of the training.

### **Delegation:**

- Policy should clarify whether or not the school nurse is delegating emergency medication administration.
- Establish a process for delegation including:
  - process to assess the unlicensed assistive personnel's (UAP) willingness and potential ability to perform the task for the individual student
  - process to provide and/or verify training and competency assessment for the UAP (consider using standardized training modules and assessment processes)
  - a plan to provide periodic re-training and re-demonstration of competency.
- Determine whose authority is required to rescind delegation.

Responsibility for appropriate registered nurse delegation rests with the school district to ensure safe nursing care is provided to students. This would include availability of a licensed nurse to administer medications and treatments that cannot be delegated by state law or per the registered nurse's professional judgment.

### **Medication Storage:**

- Determine where emergency medication will be stored.
  - Be sure to consider access to emergency medication during:
    - before/after school programming
    - field trips
    - school sponsored events
    - instances when the School Nurse is not on the premises
    - instances where students need to “shelter in place”
    - instances when students need to evacuate the premises.
- Determine if school will require a second dose of emergency medication (to be stored with school personnel) for students authorized to maintain possession of their emergency medication.
- Determine if school will maintain stock emergency medications.
- Determine where medications requiring refrigeration will be stored.
- Develop process to return medication to student/parent/guardian at end of the school year.

### **Medication Administration:**

- Develop process:
  - to document administration of emergency medication
  - regarding whom should be notified if emergency medication administration occurs
  - regarding whom should be notified if a medication error occurs
  - to document medication administration errors.
- Identify who is responsible to monitor stock emergency medication:
  - expiration dates
  - proper storage
  - procurement of additional doses.

### **Before/After School/Field Trips and School Sponsored Events:**

- Determine if stock emergency medications will be available during before/after school programming.
- Identify the trained individual(s) or designated staff member who will be carrying the student's emergency medication so that the student and chaperones/other staff know who to contact.
- Determine if stock emergency medications will be brought on field trips.
- Identify appropriate number of staff to be educated and trained to administer emergency medications during before/after school programming and school sponsored events.
- Ensure that before/after school program staff and staff responsible for school sponsored events have access to student's emergency medication.
- Determine who is responsible for education, training, and supervision of contracted before/after school staff.
- Determine emergency medication access for contracted before/after school staff.

### **School Bus:**

- Determine if school bus drivers are authorized to administer emergency medications, who is responsible for education, training, and skill competency documentation.
- Identify where emergency medication will be stored when student is on school bus.
- Develop a plan for substitute bus drivers and making them aware of procedures, policies, and students.

## Mitigation and Prevention:

- Identify opportunities for prevention of allergen exposure such as:
  - providing student health education curricula on food allergies, anaphylaxis, asthma, and seizures
  - development and implementation of classroom food guidelines
  - development and implementation of classroom guidelines on reduction of asthma, anaphylaxis, and seizure triggers
  - development of cafeteria/food preparation guidelines (e.g., cross contamination prevention; cleaning for prep, food distribution, and student eating areas)
  - education on student and school personnel hand washing.
- Develop process for periodic emergency drill, debriefing, and process improvement.

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