

## Administering Medicines to Students

The policy of the Franklin Public Schools as mandated by ~~71~~ M.G.L. Chapter 71 Section 54B and the Massachusetts Department of Public Health 105 CMR, 210.001, et seq. "Regulations Governing the Administration of Prescription Medications in Public and Private Schools" is that prescription medication is not to be dispensed without a written order from a licensed physician as described in 105 CMR 210.002 and written parent/guardians consent. Over the counter medication and medicinal substitutes such as nutritional supplements will not be dispensed without a physician's order and parental consent, as deemed necessary by the school nurse. Required orders and consents must be renewed as necessary and at the beginning of each academic year.

All medications must be in the original container, properly labeled and delivered to the school nurse by a responsible adult (parent/guardian or designee). No more than a thirty (30) day supply will be accepted at one time.

Medication must be retrieved in person by the parent/guardians. Medication will be destroyed if it is not picked up within one week following termination of the order or on the last day of school.

All medications will be stored in a locked cabinet or, when required, in a locked box in a refrigerator in the nurse's office. All medications shall be dispensed by an R. N. or LPN (including on field trips, if the ~~parent/guardian~~parent is not present) with the exception of medications that may be self-administered pursuant to M.G.L. Chapter 71 Section 54B.

Appropriate school staff shall be notified of medication administration by the school nurse (or student's self-administration of prescription medication) with parent/guardian consent, if not in violation of confidentiality. Administration of epinephrine will follow the procedures set forth by Department of Health Regulations.

Students with asthma or other respiratory diseases may possess and self-administer prescription inhalers under the following rules for Student Self-Administration of Medication.

Students with cystic fibrosis may possess and self-administer prescription enzyme supplements under the following rules for Student Self-Administration of Medication.

Students with diabetes may possess and self-administer glucose monitoring tests and an insulin delivery system under the following rules for Student Self-Administration of Medication.

Students with life-threatening allergies may possess and self-administer epinephrine under the following rules for Student Self-Administration of Medication. Each school shall allow storage of epinephrine in a secure but unlocked place, as determined by the school nurse, accessible only to authorized persons, **located in the Health Office and in a location discussed with the student's parent/guardian if deemed necessary.** ~~located in every part of the school grounds where an allergic student is most at risk, including, but not limited to, classrooms and lunchrooms.~~

Other medications, either prescription or over the counter, may be self-administered by a student if the school nurse determines that the Rules for Self-Administration of Medication are met.

Rules for Student Self-Administration of Medication:

The school nurse may permit self-medication of prescription medication by a student provided that the following requirements are met:

- The student, school nurse and parent/guardian enter into an agreement which specifies the conditions under which the prescription medication may be self-administered;
- The school nurse develops a medication administration plan which contains elements necessary to ensure a safe self-administration of the prescription medication, including information for the safe storage of the prescription medication and providing for accessibility of the medication for the individual student;
- The school nurse evaluates the student's health status and abilities and deems self-administration safe and appropriate, after observing initial self-administration of the prescription medicine; "Self-administration" means that the student is able to consume or apply medication in the manner directed by the licensed prescriber, without additional assistance or direction.
- The school nurse is reasonably assured that the student is able to identify the appropriate prescription medication, knows the frequency and time of day for which the prescription medication is ordered, and follows the school self-administration protocols;
- There is on file a written authorization from the student's parent or guardian that the student may self-medicate;
- There is on file a written order from the licensed prescriber for self-administration;
- The student documents the self-administration of the prescription medicine and must report weekly to the school nurse. The school nurse will monitor the student's self-administration as appropriate;
- The student will keep a backup supply of the prescription medication with the school nurse.

Legal Reference: 105 CMR 210.01, et seq. and 71 M.G.L. 54B.

Adopted: 3/05

Reviewed, no revisions 9/27/12

Reviewed; Revised; Adopted by School Committee: 7/15/2014

Reviewed; revised 7/28/15

Reviewed; revised 7/11/17



## Anaphylaxis Procedure

Anaphylaxis refers to a potentially fatal, acute allergic reaction to a substance (such as insect sting, foods, chemicals, and medication) that is induced by exposure to the substance.

1. Parents/legal guardians shall notify the school nurse of the student's diagnosis and the need to administer the epinephrine auto-injector (Epi-P~~pen~~) in case of anaphylaxis.
2. The Franklin Public Schools Medication Policy will be followed. This requires that a physician's written order and a filled prescription be provided to the school nurse for the identified student by the parent/legal guardian.
3. **An Allergy Action Plan will be provided by the healthcare provider with consultation with the parent/ legal guardian and the school nurse.** ~~The school nurse will develop the Allergy Action Plan with the information provided by the health care provider and with consultation with the parent/legal guardian.~~ When completed, the plan should be signed by **the** school nurse, parent/guardian and the primary care provider (for complex care). For the safety of the food allergic child, the parent/legal guardian should provide treats to be used in the school setting as appropriate.
4. The school nurse will communicate the required medical information to the appropriate school personnel such as classroom teacher, principal, specialists, food service staff, CPR trained personnel in the building.
5. In consultation with the school physician, the school nurse will **offer training to select** the unlicensed personnel authorized to administer **student specific** epinephrine when a life-threatening reaction occurs **in accordance with the student's Allergy Action Plan.** ~~immediately upon exposure.~~ The school nurse has the final decision making authority about the program, in accordance with the MDPH regulations.
6. The school nurse documents training and testing of competency for the unlicensed school personnel. The school nurse will train the unlicensed school personnel authorized to administer epinephrine to a particular student in accordance with the MDPH standards and curriculum; this procedure relates only to identified students and this medication may only be given to identified students. The school nurse will maintain a record of the staff members trained for each student.
7. M.G.L. c. 71, s. 55A confers the protection of the "Good Samaritan laws to non-nursing personnel (e g. teachers, ESP's, etc.) who provide first aid in good faith to a student in an emergency:

*"No public school teacher and no collaborative school teacher, no principal, secretary to the principal, nurse or other public school or collaborative school employee who, in good faith, renders emergency first aid or transportation to a student who has become injured or incapacitated in a public school or collaborative school building or on the grounds thereof shall be liable in a suit for damages as a result of his acts or omissions either for such first aid or as a result of providing emergency transportation to a place of safety, nor shall such person be liable to a hospital for its expenses if under such emergency conditions he causes the admission of such injured or incapacitated student, nor shall such person be subject to any disciplinary*

*action by the school committee, or collaborative board of such collaborative for such emergency first aid or transportation."*

8. If administration of epinephrine for a student is delegated to unlicensed school personnel, the parent/legal guardian may provide the school nurse with 2 epinephrine auto-injectors (Epi-Pens). One will be kept in an unlocked medicine cabinet in the health office. The location of the second Epi-Pen (if provided) will be determined in each situation, including if the Epi-Pen will be carried by the student.
9. The school nurse will provide a training review and update information for the unlicensed personnel authorized to administer epinephrine at least twice a year.
10. When epinephrine is administered, 911 will be called immediately followed by notification of the student's parent/legal guardian.
11. The building principal will notify the student's parent/legal guardian of the absence of the trained unlicensed school personnel, in the event there are no other school personnel trained to administer epinephrine to that student.
12. Education about anaphylaxis will be provided yearly for all appropriate staff at the start of school.

Reviewed, no revisions 9/27/12

Reviewed; revised 7/28/15

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## Emergency Closings

The Superintendent of the Franklin Public Schools, ~~or their designee~~, may close the schools or dismiss them early in the event of hazardous weather or other emergencies that threaten the health or safety of students and personnel. ~~While it may be prudent, under certain circumstances, to excuse all students from attending school, to delay the opening hour or to dismiss students early, the Superintendent shall minimize disruption to~~ has the responsibility to see that as much of the administrative, supervisory and operational activity of schools to the greatest extent possible ~~is continued as may be possible. The superintendent may close or dismiss a school on an individual basis. Therefore, if conditions affect only a single school, only that school will be closed.~~

In making the decision to close schools, the Superintendent will comply with state and federal advisories as well as consider many factors, including the following principle ones relating to the fundamental concern for the safety and health of the children:

1. Weather conditions, both existing and predicted.
2. Driving, traffic, and parking conditions affecting public and private transportation facilities.
3. Actual occurrence or imminent possibility of any emergency condition that would make the operation of schools difficult or dangerous.
4. Inability of personnel to report for duty, which might result in inadequate supervision of students.

The Superintendent will weigh these factors and take action to close the schools only after consultation with public works and public safety authorities and **may consult** with school officials from neighboring towns. Students, parents/guardians, and staff will be informed early in each school year of the procedures that will be used to notify them in case of emergency closings. When schools are closed for emergency reasons, staff members will comply with administrative procedures in reporting for work.

SOURCE: MASC

LEGAL REFS.: M.G.L. 71:4; 71:4A

Reviewed, revised: 1/26/10

Reviewed, Revised: 4/29/2020

## Political Activities of Staff

No member of the Franklin Public School staff, by rule or regulation, shall be restricted from signing nomination papers, petitioning the general court or appearing before its committees, to the extent that such rights, except voting, are not exercised on the school premises during school hours, or when their exercise would actually interfere with the performance of school duties. Likewise, no staff member will be dismissed or disciplined for conducting the aforementioned political activities.

The School Committee recognizes that employees of the school system have the same fundamental civic responsibilities and privileges as other citizens. Among these are campaigning for an elected public office and holding an elected or appointed office.

In connection with campaigning, an employee will not: use school system facilities, equipment or supplies; discuss ~~their~~<sup>his/her</sup> campaign with school personnel, **students, or community members or students** during the working day; use any time during the working day for campaigning purposes. **Public employees are prohibited under state law from soliciting funds for political campaigns.** Under no circumstances, will students be pressured into campaigning for any staff member.

REF: MASC - Updated 2022

Cross Ref: INJDD - Social Media Policy

LEGAL REF.: M.G.L. [55:11-13](#); [71:44](#)

Reviewed; revised; adopted by School Committee: 11/18/2014