

**WASHINGTON-SARATOGA-WARREN-HAMILTON-ESSEX  
BOARD OF COOPERATIVE EDUCATIONAL SERVICES**

**ADMINISTRATIVE REGULATION**

**MEDICAL TREATMENT OF STUDENTS**

The BOCES authorizes emergency first aid medical treatment to be rendered (by the school nurse where possible). A parent or guardian of the child will be promptly notified.

The only medicine to be administered by school personnel will be prescribed by the child's family physician and with written consent or direction of the child's parent or guardian. Such written consent shall be on file with the school nurse.

**Use of Medication in BOCES Classes**

If possible, students who require medication should be scheduled for dosages outside of school hours. When a family physician determines that it is necessary for a student to receive medication during school hours, the following guidelines shall be followed:

1. The health office must have a written request on file from the family physician which indicates the name of the medication, precise dosage, frequency and time of administration.
2. The health office must have a written, signed consent on file from the student's parent or legal guardian requesting the administration of the medication as prescribed by the family physician, to the student in BOCES.
3. The medication shall be delivered directly to the health office by the parent, legal guardian, physician or responsible adult. Medication must be in its original container with the pharmacy label including the following information: The student's name, name of medication, dosage, frequency and prescribing physician. Students may not be in possession of medication at any time. An exception to this may apply for a student's asthma inhaler or epi-pen which a student may carry and use under certain circumstances.
4. The medication must be kept in the health office, in a locked drawer or file, completely separate from any supplies for emergency care. In the event that this is impractical, the school nurse shall arrange for similar secure storage.
5. Under the New York State Education Department guidelines, the only person that can administer medications to a student at school other than a Registered Nurse is the parent or legal guardian unless the student is deemed to be independent, then designated adult may assist the student with the medication. A school nurse will provide training whenever possible to assist the designee to perform this task safely.
6. Annually or whenever there is a change in dosage, the school nurse shall review and evaluate the student's health examination records and specific orders for medication administration to determine that all requirements have been met. After reasonable efforts to gather needed data, the BOCES school nurse will notify the BOCES program principal of discrepancies needing further action.

7. Any unused medication (including, but not limited to expired prescription and nonprescription drugs)

must be returned to the parent/guardian by the end of each school year. If the parent/guardian does not retrieve the unused medication by the end of the school year, then the School Nurse or designated School Health Office personnel must document that the medication was abandoned and dispose of the unused medication.

8. When a BOCES class is located in a component school, the local medication policy will be followed.

### **Emergency Medication**

The administration of emergency medication (injectable, including "epi-pens," and/or oral) to a student for extreme hypersensitivity may be performed by a school staff member responding to an emergency situation when such use has been prescribed by a licensed prescriber. However, a registered professional nurse/nurse practitioner/physician/physician's assistant must have trained the staff member to administer the emergency medication for that particular emergency situation (e.g., "epi-pen") and given him/her approval to assist the student in the event of an emergency anaphylactic reaction. Such a response would fall under the Good Samaritan exemption for rendering emergency care during a life threatening situation.

### **Use of Asthma Inhalers**

A student may carry and use an asthma inhaler if the School Health Office has on file:

1. The physician's written order/diagnosis and attestation that the student may independently carry and use their medication and written permission from the student's parent or legal guardian.
2. Upon written request of the student's parent or legal guardian, the BOCES must allow a student to maintain an extra asthma inhaler in the care and custody of the school's registered professional nurse.

### **Blood Glucose Monitoring**

1. Blood glucose monitoring must be allowed in the school setting at any time, within any place, and by anyone necessitating such testing. Students who have a written order, diagnosis and a provider's attestation that they may independently carry and use their diabetic treatment medications, with parent or legal guardian permission, must be permitted to carry and use their diabetic management supplies. Nurse dependent or supervised students must receive assistance if needed with the procedure.
2. The school nurse shall oversee any arrangements that need to be made for testing and a system to report the results to the nurse as needed. Proper arrangements should be made for the disposal of sharps.

### **Alcohol-Based Hand Sanitizers**

1. The BOCES Medical Director may approve and permit the use of alcohol-based hand sanitizers in BOCES without a physician's order.
2. Parents may provide written notification to the school in the event that they do not wish to have their child use this product.
3. It should be noted that hand sanitizers which contain alcohol are flammable and shall not be placed in hallways or near an open flame or source of sparks.

### **Stocking Albuterol Metered-Dose Inhalers (MDIs)**

BOCES will stock albuterol metered dose inhalers (MDIs) and/or liquid albuterol for use in a nebulizer for students diagnosed with asthma whose personal prescription albuterol supplies are empty. The BOCES Medical Director will supply the BOCES with a prescription for one stock albuterol for each nurse's office. The administrator of the school nurses will be responsible for filling this prescription and delivering it to each office.

1. Students utilizing a school's stock albuterol must provide a patient specific order for albuterol from their own private health provider, including an order permitting the student to utilize the school's stock albuterol. Stock albuterol may only be utilized when the school nurse is available to administer the medication.
2. The student's parent or legal guardian must provide the school with written, signed permission allowing his/her child to be administered the school's stock albuterol in the event that the student's own prescription albuterol supply is empty.
3. All equipment used to deliver albuterol to a student will be cleaned and labeled with the student's own name and used solely by that individual student. (Examples of equipment to be cleaned are nebulizer tubing, facemask, mouthpiece, spacer, etc.) For the rare occasions where a student needs to have a nebulizer treatment for the duration of a week, the school nurse overseeing the nebulizer treatment will rinse the mouthpiece, mask and T-shaped elbow in warm, running water for 30 seconds and then air dry after each use. The items should then be discarded after being used for those five (5) days.
4. On the day that the stock albuterol has been used with a student, the parent or legal guardian will be informed by phone and followed in writing that this has occurred and that a replacement albuterol is needed for their child. The school nurse will also inform the administrator so that a replacement can be purchased for the nurse's office.

Individuals with Disabilities Education Improvement Act of 2004 [Public Law 108-446 Section 614(a)]  
Individuals with Disabilities Education Act (IDEA), 20 United States Code (USC) Sections 1400 et seq.  
Section 504 of the Rehabilitation Act of 1973, 29 United States Code (USC) Section 794 et seq.  
Education Law Sections 902(b), 916, 6527(4)(a) and 6908(1)(a)(iv)  
Public Health Law Section 3000-a

Approved/Revised: 05/24/12  
Revised: 04/07/16