

## **MEDICATION POLICY**

Immaculate Heart Academy has developed this policy in accordance with current New Jersey law and regulations updated through Public Law 2007, Chapter 140, Public Law 2015 Chapter 13 and J.R. 9 (Title 18A) Title 18 Chapter 40. This policy shall remain subject to any changes in these laws or any guidelines established by New Jersey Department of Education applicable to non-public schools.

### **ORAL or INHALED MEDICATIONS**

Immaculate Heart Academy's policy is to provide for the administration of oral medications by the nurse. In *rare* circumstances Acetaminophen and Ibuprofen may be administered by delegation to trained staff/ faculty members in the event of the nurse's absence. These are the only oral medications the delegates may administer. The nurse and/or the school physician will train delegates. The names of the trained delegates will be available on the school's website and in the main office. No medications will be administered on field trips. The school's medication form must be completed in full and signed by the student's health care professional and parent/guardian.

### ***Self-Administration of metered dose inhalers***

Immaculate Heart Academy's policy is to allow students to carry & self-administer inhalers if the following conditions are met:

The student's health care professional must certify in writing that the student has been diagnosed with asthma, another potentially life-threatening condition or is subject to a life-threatening allergic reaction and provide written orders for the administration of the medication.

The student's parent/guardian must provide written authorization for the administration of the medication ordered by the health care professional. The parent/guardian must also

sign a statement on the medication form provided by IHA that acknowledges all individuals involved shall have no liability as a result of any injury or condition resulting from the administration of the inhaled medication ordered by the health care professional or the implementation of this policy. The parent/guardian shall also indemnify and hold harmless all individuals, organizations and agents involved against any claims arising out of the administration of the ordered medication or the implementation of this policy.

It is the responsibility of the parent/guardian to provide the medication in the original pharmacy container with a current valid date for use. When/if the use date on the medication expires, the parent/guardian will replace the medication with a new one with a valid use date.

A new written order is required for each academic year. The completed IHA medication order form should be brought to the health office on the first day of school each September.

## **PARENTERAL (INJECTABLE) MEDICATIONS**

### ***Administration by Nurse***

Immaculate Heart Academy's policy is to provide for the administration of injectable medication by the nurse provided all requirements of the policy have been met. Some of those medications are ***insulin, glucagon, and epinephrine via pre-filled auto-injector.*** The student's parent/guardian must provide written authorization for the administration of the medication ordered by the health care professional. In addition, the parent/guardian must sign a statement on the form provided by Immaculate Heart Academy acknowledging he/she has read, understands and accepts the school's policy. The parent/guardian must also sign a statement on the medication form provided by IHA that acknowledges all individuals involved shall have no liability as a result of any injury or condition resulting from the administration of the injectable medication ordered by the health care professional or the implementation of this policy. The parent/guardian shall also indemnify and hold harmless all individuals, organizations and agents involved

against any claims arising out of the administration of the ordered medication or the implementation of this policy.

It is the responsibility of the parent/guardian to provide the medication in the original pharmacy container with a current valid date for use. If the medication ordered is epinephrine it must be ordered and provided in a single dose pre-filled auto-injector mechanism. If the health care professional indicates by written order that a second dose is appropriate after a set period of time from the first administered dose, a second single dose pre-filled auto injector mechanism of epinephrine must be provided by the parent/guardian. *Twinject auto mechanisms are not accepted under this policy.* When/if the use date on the medication expires, the parent/guardian will replace the medication with a new one with a valid use date.

A new written order is required for each academic year. The completed IHA medication order form should be brought to the health office on the first day of school each September.

Inhalers and primary and/or secondary single dose pre-filled auto-injector mechanisms of epinephrine will be kept in an unlocked file drawer of the bookcase in the outer room of the health office.

#### **Administration of EPINEPHRINE by Nurse, Parent, Student or Trained Delegate(s)**

It is the policy of Immaculate Heart Academy to apply New Jersey Public Law 2007 Chapter 57 and Public Law 2015 Chapter 13 by providing for the ***emergency administration of epinephrine*** via a **pre-filled single dose auto-injector mechanism** auto-injector mechanism by the nurse, parent, student or trained delegate(s). to any student displaying symptoms of an anaphylactic reaction. Twinject auto injectors are discouraged under this policy. All conditions detailed in the preceding section on administration of parenteral medications apply and are part of the school's medication policy.

**Administration of Glucagon by Nurse, Parent or Trained Delegate(s)**

It is the policy of Immaculate Heart Academy in regard to New Jersey Statute 18A Chapter 40 to provide for the administration of Glucagon by the nurse or the parent only.

**Immaculate Heart Academy as a non-public school provides no provision for the administration of Glucagon by a trained delegate.**

**Self-Administration of Epinephrine by Student**

In order for a student to self-administer epinephrine, her health care professional, on a self-administration form provided by IHA, must certify in writing that the student has been diagnosed with asthma, another potentially life-threatening condition or is subject to a life-threatening allergic reaction and provide written orders for the emergency administration of epinephrine via a single dose pre-filled auto-injector mechanism. The health care professional must further certify in writing that the student has been instructed by him/her in the appropriate administration of the medication and is capable & authorized for self-administration of epinephrine via pre-filled auto-injector mechanism. The student's parent/guardian must provide written authorization for the administration of the medication ordered by the health care professional. In addition, the parent/guardian must sign a statement on the form provided by Immaculate Heart Academy acknowledging he/she has read, understands and accepts the school's policy. The parent/guardian must also sign a statement on the medication form provided by IHA that acknowledges all individuals involved shall have no liability as a result of any injury or condition resulting from the administration of the injectable medication ordered by the health care professional or the implementation of this policy. The parent/guardian shall also indemnify and hold harmless all individuals, organizations and agents involved against any claims arising out of the administration of the ordered medication or the implementation of this policy.

It is the responsibility of the parent/guardian to provide the medication in the original pharmacy container with a current valid date for use. When/if the use date on the

medication expires, the parent/guardian will replace the medication with a new one with a valid use date.

A new written order is required for each academic year. The completed IHA medication order form should be brought to the health office on the first day of school each September.

### ***Administration of Epinephrine by Trained Delegate(s)***

In addition, as per Public Law 2015 Chapter 13, IHA's policy allows for trained delegate(s) to provide for emergency administration of epinephrine to any student displaying symptoms of an anaphylactic reaction via a **single dose pre-filled auto-injector mechanism**. This is the **only** injectable medication trained delegate(s) may administer.

The administration and nurse will select individuals to be trained delegate(s) from a pool of willing volunteers. Volunteers willing to accept the responsibility of being a trained delegate will be recruited on a regular basis. The nurse and/or the school physician will train the selected volunteers in the administration of epinephrine via single dose pre-filled auto-injector mechanism.

### **Students Diagnosed with Asthma or a Potentially Life-Threatening Condition/Allergy**

If a student is diagnosed by their health care professional as having a life-threatening allergy, that health care professional, on a form provided by IHA, should provide in writing that the student has been diagnosed with asthma, another potentially life-threatening condition or is subject to a life-threatening allergic reaction and provide written orders for the emergency administration of epinephrine via a **single dose pre-filled auto-injector mechanism**. If the health care professional indicates by written order that the initial dose is to be followed after a period of time by a second dose, an additional single dose pre-filled auto injector should be indicated in the written order. The student's parent/guardian must provide written authorization for the administration of the medication ordered by the health care professional. In addition, the parent/guardian must sign a statement on the form provided by Immaculate Heart Academy

acknowledging he/she has read, understands and accepts the school's policy. The parent/guardian must also sign a statement on the medication form provided by IHA that acknowledges all individuals involved shall have no liability as a result of any injury or condition resulting from the administration of the injectable medication ordered by the health care professional or the implementation of this policy. The parent/guardian shall also indemnify and hold harmless all individuals, organizations and agents involved against any claims arising out of the administration of the ordered medication or the implementation of this policy.

It is the responsibility of the parent/guardian to provide the medication in the original pharmacy container with a current valid date for use. If the health care professional indicates by written order that a second dose is appropriate after a set period of time from the first administered dose, a second single dose pre-filled auto injector mechanism of epinephrine must be provided by the parent/guardian. *Twinject auto-injector mechanism is not accepted under this policy.* When/if the use date on the medication expires, the parent/guardian will replace the medication with a new one with a valid use date.

A new written order is required for each academic year. The completed IHA medication order form should be brought to the health office on the first day of school each September.

#### **Students Without a Diagnosis of Asthma or Life-Threatening Condition**

Pursuant to Public Law 2015 Chapter 13, Immaculate Heart Academy's nurse and delegates trained in the administration of epinephrine via **single dose pre-filled auto-injector mechanism** will administer the epinephrine to any student displaying symptoms of an anaphylactic reaction. A medical order is on file signed by the school physician authorizing the administration of the epinephrine via a **single dose pre-filled auto-injector mechanism**.

Primary and/or secondary single dose pre-filled auto-injector mechanisms of epinephrine will be kept in an unlocked file drawer of the bookcase in the outer room of the health office.

***Post-Administration of Epinephrine or Glucagon***

**Epinephrine:** Immaculate Heart Academy's policy is that once it has been determined that epinephrine administration is needed and epinephrine has been administered, 9-1-1 will be called and the student will be transported to the nearest medical facility. The parent/guardian will be notified by telephone.

In the event no Immaculate Heart Academy staff members are willing to volunteer to accept the responsibility of being a trained delegate and the nurse is not present, 9-1-1 will be called. The student will be transported to the nearest medical facility. The parent/guardian will be notified by telephone.

**Glucagon:** In the event the nurse administers glucagon, 9-1-1 will be called and the student will be transported to the nearest medical facility. The parent/guardian will be notified by telephone.