



## **Policy on Administration of Medications, Anti-Seizure Medication, Emergencies and Head Lice**

### **I. ADMINISTRATION OF MEDICATIONS**

The Golden Oak Montessori (GO) staff is responsible for overseeing the administration of medication to students attending GO during regular school hours, including before- or after-school programs, field trips, extracurricular or co-curricular activities, and camps or other activities that typically involve at least one overnight stay from home. It is imperative that practices followed in the administration of medication be carefully delineated to ensure the safety of our students and the legal protection of our employees. Any pupil who is required to take, during the regular school day, medication prescribed for him or her by a physician and surgeon, or ordered for him or her by a physician assistant practicing in compliance with Chapter 7/7 (commencing with Section 3500) of Division 2 of the Business and Professions Code, may be assisted by the Office Manager or designated school personnel or may carry and self-administer prescription auto-injectable epinephrine or inhaled asthma medication if GO receives the appropriate written statements as follows:

1. In order for a pupil to carry and self-administer prescription auto-injectable epinephrine or inhaled asthma medication, GO shall obtain both a written statement from the physician and surgeon or physician assistant detailing the name of the medication, method, amount, and time schedules by which the medication is to be taken, and confirming that the pupil is able to self-administer auto-injectable epinephrine or inhaled asthma medication, and a written statement from the parent, foster parent, or guardian of the pupil consenting to the self-administration, providing a release for the Office Manager or designated school personnel to consult with the health care provider of the pupil regarding any questions that may arise with regard to the medication, and releasing GO and school personnel from civil liability if the self-administering pupil suffers an adverse reaction as a result of self-administering medication.
2. Additionally, trained personnel who have volunteered may use epinephrine auto-injectors to provide emergency medical aid to persons suffering, or reasonably believed to be suffering from, an anaphylactic reaction. GO will ensure it has the appropriate type of epinephrine auto-injector on site (i.e., regular or junior) to meet the needs of its pupils. GO will ensure staff properly store, maintain, and restock the epinephrine auto-injectors as needed.
3. GO will ensure any school personnel who volunteer are appropriately trained regarding the storage and emergency use of epinephrine auto-injectors based on the standards developed by the Superintendent of Public Instruction. GO will distribute an annual notice to all staff describing the request for volunteers who will be trained to administer an epinephrine auto-

injector to a person if that person is suffering, or reasonably believed to be suffering from, anaphylaxis. The annual notice shall also describe the training the volunteer will receive.

4. In order for a pupil to be assisted by the Office Manager or other designated school personnel in administering medication other than emergency epinephrine auto-injectors or inhaled asthma medications, GO shall obtain both a written statement from the physician and surgeon or physician assistant detailing the name of the medication, method, amount, and time schedules by which the medication is to be taken and a written statement from the parent, foster parent, or guardian of the pupil indicating the desire that GO assist the pupil in the matters set forth in the statement of the physician and surgeon or physician assistant.

*Guidelines:*

- The primary responsibility for the administration of medication rests with the parent/guardian, student and medical professional.
- Medication shall be administered only during school hours if determined by a physician to be necessary.
- Designated staff shall keep records of medication administered at GO.
- All medication will be kept in a secure and appropriate storage location and administered per physician's instructions by appropriately designated staff.
- Designated staff shall return all surplus medication to the parent/guardian upon completion of the regimen or prior to extended holidays.
- Designated staff shall establish emergency procedures for specific medical conditions that require an immediate response (i.e. allergies, asthma, diabetes).
- The written statements specified in this policy shall be provided at least annually and more frequently if the medication, dosage, frequency of administration, or reason for administration changes.
- A pupil may be subject to disciplinary action if that pupil uses auto-injectable epinephrine or inhaled asthma medication in a manner other than as prescribed.
- Any pupil requiring insulin shots must establish a plan for administration of insulin shots with the Head of School in consultation with the parent or guardian and the pupil's medical professional.

## **II. ADMINISTRATION OF EMERGENCY ANTI-SEIZURE MEDICATION BY TRAINED VOLUNTEER NONMEDICAL SCHOOL PERSONNEL**

### **A. Definitions**

"Emergency anti-seizure medication," as used in this policy, means diazepam rectal gel and emergency medications approved by the federal Food and Drug Administration, prescribed for students with epilepsy for the management of seizures by persons without medical credentials.

"Emergency medical assistance" means the administration of an emergency anti-seizure medication to a pupil suffering from an epileptic seizure.

“Nonmedical school personnel or employees” means employees of the School who do not possess the licenses listed in 5 C.C.R. § 622.

“Regular school day” may include not only the time the student receives instruction, but also the time during which the pupil otherwise participates in activities under the auspices of the School, such as field trips, extracurricular and co-curricular activities, before- or after-school programs and camps or other activities that typically involve at least one overnight stay away from home.

“Supervision” means review, observation, and/or instruction of a designated nonmedical school employee’s performance, but does not necessarily require the immediate presence of the supervisor at all times.

## **B. Administration of Emergency Medical Assistance**

In the event a student with epilepsy is enrolled at the school and the medication to administer is received, the School will have at least one volunteer nonmedical school employees properly trained in the administration of emergency anti-seizure medication at all times. Emergency medical assistance shall be provided by these individuals when the following circumstances are present:

- 1) A pupil with epilepsy has been prescribed an emergency anti-seizure medication by his or her health care provider.
- 2) The parent or guardian of the pupil has requested that one or more volunteer nonmedical school employees be trained in the event a nurse is not available.
- 3) The School has on file a written statement from the pupil’s authorized health care provider, provided by the parent, that includes the content required by California regulations.
- 4) The parent has provided all materials necessary to administer an emergency anti-seizure medication.
- 5) The volunteer nonmedical school personnel has completed the required training.
- 6) The pupil is suffering from an epileptic seizure.
- 7) A credentialed school nurse or licensed vocational nurse is not available.

## **III. EMERGENCIES**

**When necessary, the appropriate emergency personnel will be called to assist.**

### **A. First Aid and CPR**

All teachers are certified in first aid and CPR and are re-certified as certification expires. Every classroom has a First Aid Kit containing appropriate supplies. First aid will be administered whenever necessary by trained staff members. When necessary, the appropriate emergency personnel will be called to assist.

## **B. Resuscitation Orders**

School employees are trained and expected to respond to emergency situations without discrimination. If any student needs resuscitation, trained staff shall make every effort to resuscitate him/her. The School does not accept or follow any parental or medical “do not resuscitate” orders. School staff should not be placed in the position of determining whether such orders should be followed. The Head of School, or his/her designee, shall ensure that all parents/guardians are informed of this policy.

## **C. Emergency Contact Information**

For the protection of a student’s health and welfare, the School shall require the parent/guardian(s) of all students to keep current with the School emergency information including the home address and telephone number, business address and telephone number of the parent/guardian(s), and the name, address and telephone number of a relative or friend who is authorized to care for the student in any emergency situation if the parent/guardian cannot be reached. Education Code § 49408.

## **D. Emergency Aid to Students with Anaphylactic Reaction**

The School will provide emergency epinephrine auto-injectors to trained School personnel and those trained personnel may use those epinephrine auto-injectors to provide emergency medical aid to persons suffering from an anaphylactic reaction. The training provided to School personnel shall be in compliance with the requirements of Education Code section 49414 and any regulations promulgated in line therewith.

Trained School personnel may immediately administer an epinephrine auto-injector to a person suffering, or reasonably believed to be suffering, from an anaphylaxis reaction at School or a School related activity when a physician is not immediately available.

For purposes of this policy, “anaphylaxis” means a potentially life-threatening hypersensitivity to a substance. Symptoms of anaphylaxis may include shortness of breath, wheezing, difficulty breathing, difficulty talking or swallowing, hives, itching, swelling, shock or asthma. Causes of anaphylaxis may include, but are not limited to, an insect sting, food allergy, drug reaction and exercise.

## **IV. HEAD LICE**

To prevent the spread of head lice infestations, School personnel shall report all suspected cases of head lice to the Head of School, or designee, as soon as possible. The Head of School, or designee, shall examine the student and any siblings of affected students or members of the same household in accordance with the School’s health examination policy. If nits or lice are found, the student(s) shall be excluded from attendance and parents/guardians informed about recommended treatment procedures and sources of further information.

In the event of one or more persons infested with lice, an exposure notice with information about head lice shall be sent home to all parents/guardians of the students that have been exposed to the head lice.

School personnel shall maintain the privacy of students identified as having head lice and excluded from attendance.

Excluded students may return to School when reexamination by a school designee, or other authorized health care representative shows that all nits and lice have been removed. After returning, the student may be reexamined by the school designee as appropriate to ensure that re-infestation has not occurred.

Adopted: September 21, 2017

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