

CLASSIFICATION: Students**ADOPTED: 10/11/95****REVISED: 9/18/08****SUBJECT: Health Care and Medical Emergencies****PAGE: 1 of 9**

The County Superintendent of Schools recognizes his/her responsibility to accommodate special health needs of students in programs and schools operated by the County Superintendent of Schools and to take appropriate action whenever an accident or illness threatens a student's safety, health, or welfare.

The procedures established by this administrative regulation apply to students enrolled in Special Education schools and the Juvenile Court and Community Schools (JCCS) and students participating in the Outdoor School programs (Outdoor Schools).

These procedures shall apply to students with an individualized education program (IEP) or Section 504 plan as long as they in no way conflict with the student's individually determined plan. (See Administrative Regulation 6157, Identification, Evaluation, and Education Under Section 504; and Administrative Regulation 6159, Individualized Education Program.) Districts/schools participating in Outdoor Schools shall be responsible for providing services and/or accommodations, as specified in a student's IEP or Section 504 plan, to a student with special needs.

The assistant superintendent, Student Services and Programs, or designee(s) shall be responsible for implementation of this administrative regulation.

ADMINISTERING MEDICATION

The procedures presented below shall govern the administration of medication to students who are required to take medication during the regular school day, including during participation in school-sponsored activities. Requirements for written authorization are detailed in the section, "Health Care Provider's and Parent/Guardian's Statements."

With written authorization, a school nurse or other designated employee may administer or otherwise assist students in the administration of medication as allowed by law. Medication includes any substance dispensed in the United States by prescription, as well as substances that do not require a prescription, such as over-the-counter medications, nutritional supplements, and herbal remedies.

CLASSIFICATION: Students**ADOPTED: 10/11/95****REVISED: 9/18/08****SUBJECT: Health Care and Medical Emergencies****PAGE: 2 of 9**

A parent/guardian of a student may administer medication or otherwise assist in the administration of medication during the school day as allowed by law or may designate an individual to administer or assist in the administration of medication as allowed by law and subject to the approval of the County Superintendent of Schools or designee.

Emergency medication shall be administered by a licensed health care professional whenever possible. Unlicensed staff who receive voluntary emergency medical training may be designated to administer specified emergency medications in accordance with Education Code sections 49414 and 49414.5.

Students may be permitted to carry and self-administer emergency medications, such as prescription auto-injectable epinephrine and prescription inhaled asthma medication, or other necessary medications with written authorizations as specified below.

With the written authorization of a parent/guardian, selected over-the-counter medications that have not been prescribed by a student's health care provider may be administered to a student only under protocols and procedures established by a physician and only by designated staff trained in their safe administration.

Health Care Provider's and Parent/Guardian's Statements

Before a school nurse or other designated employee administers or assists in the administration of medication to a student and before a student is allowed to carry and self-administer medication, the County Superintendent of Schools or designee shall have received written statements from the student's health care provider, licensed by the State of California to prescribe medication, and from the student's parent/guardian authorizing administration of the medication. The term "parent/guardian" means the individual recognized by the County Superintendent of Schools as having authority to make medical decisions for the student.

1. The health care provider's written statement shall include the following:
 - A. Student's name and date of birth

CLASSIFICATION: Students

ADOPTED: 10/11/95

REVISED: 9/18/08

SUBJECT: Health Care and Medical Emergencies

PAGE: 3 of 9

- B. Name of the medication to be administered and reason for administration
 - C. Method, amount or dose, and time schedule for the administration of the medication
 - D. Possible side effects of the medication
 - E. Special handling instructions for the medication, if any
 - F. For medication prescribed on an as-needed basis (PRN), the specific symptoms that necessitate administration, allowable frequency of administration, and indications for referral of the student for medical care
 - G. For medication that is to be self-administered, a confirmation that the student is permitted to carry and competent to self-administer the specified medication
 - H. Name, address, telephone number, and signature of the health care provider
2. The parent/guardian's written statement shall include the following:
- A. Student's name and date of birth
 - B. Consent for a licensed health care professional or other designated employee to administer or assist in the administration of medication as directed in the authorized health care provider's written statement
 - C. If a medication is to be self-administered by the student, consent for the student to carry and self-administer the specified medication and agreement to release the County Superintendent of Schools and his/her employees from civil liability if the student suffers an adverse reaction as a result of self-administering the medication

CLASSIFICATION: Students**ADOPTED: 10/11/95****REVISED: 9/18/08****SUBJECT: Health Care and Medical Emergencies****PAGE: 4 of 9**

- D. Consent for the designated employee to consult with the authorizing health care provider or the pharmacist who prepared the prescription concerning the health care provider's written statement
- E. Agreement that the parent/guardian will provide necessary medication, supplies, and equipment
- F. Agreement that the parent/guardian will notify the school and provide new authorization and a new written statement from the health care provider if there is any change in the student's medication, health status, or authorized health care provider
- G. Acknowledgement that the parent/guardian understands that at any time he/she may submit a written statement rescinding consent for the administration or self-administration of the medication

The written statements detailed above shall be required from the parents/guardians of students in Special Education schools and JCCS at least annually and more frequently if the medication, dosage, frequency or method of administration, reason for administration, or authorized health care provider changes or if the medication is to be discontinued. Reasonable accommodations will be provided for a parent/guardian who has insufficient English language proficiency or a disability that makes it difficult to produce the required statement.

Written statements authorizing the administration of medication to students attending Outdoor Schools shall be required from the participating district/school in advance of a student's participation in the program.

Delivery and Handling of Medications

All medications must be delivered to the school or program by the student's parent/guardian unless the County Superintendent of Schools or designee authorizes another method of delivery or the medication is authorized to be carried and self-administered by the student. Medications for students participating in Outdoor Schools

CLASSIFICATION: Students**ADOPTED: 10/11/95****REVISED: 9/18/08****SUBJECT: Health Care and Medical Emergencies****PAGE: 5 of 9**

must be delivered to the student's school of attendance for transfer to a designated employee in Outdoor Schools.

Each prescription medication must be in a separate and original container labeled by a pharmacist licensed in the United States. The label must indicate the student's name, names and telephone numbers of the pharmacy and the health care provider, name and strength of the medication, expiration date, and directions for use. Non-prescription medication that has been authorized by a health care provider must be delivered in its original container and labeled with the student's name.

All medications, except those that students have been authorized to carry and self-administer, shall be stored in a manner that maintains the medication's effectiveness and kept in a locked drawer, cabinet, or refrigerator.

Medication must be picked up by the parent/guardian or other authorized individual if it has been discontinued or becomes outdated or if the student has been withdrawn from the school or program. Any medication that is not picked up shall be disposed of in accordance with state law and safe health practices. Medication for students participating in Outdoor Schools shall be returned at the completion of the program to the authorized individual at the student's school of attendance.

Documentation

Medication records shall be maintained for each student receiving medication during the school day. The record shall include the written statements of the authorized health care provider and the parent/guardian, a medication log, and any other relevant documentation. The school nurse or other designated employee shall record the date and time and sign the medication log when a medication is received, disposed of, or returned and following each administration of medication to a student.

All medication records shall be kept in a manner that ensures that student confidentiality is appropriately maintained.

CLASSIFICATION: Students**ADOPTED: 10/11/95****REVISED: 9/18/08****SUBJECT: Health Care and Medical Emergencies****PAGE: 6 of 9**

MONITORING MEDICAL CONDITIONS

Students with a medical condition that requires frequent monitoring or testing may be permitted to self-monitor and/or self-test subject to the same requirements as for the self-administration of medication.

CAREGIVER'S AUTHORIZATION

Persons 18 years of age and older who file with the County Superintendent of Schools a completed caregiver's authorization affidavit for a minor student shall have the right to consent to or to refuse school-related medical care for a student. The caregiver's authorization shall be valid until the County Superintendent of Schools receives notice from the caregiver that the minor student is no longer living with the caregiver. The caregiver's decision shall be superseded by any contravening decision of the parent or other person having legal custody of the student, provided that this contravening decision does not jeopardize the student's life, health, or safety.

MEDICAL EMERGENCIES

Emergency Information

To facilitate immediate contact with parents/guardians when an emergency, accident, or illness occurs, the County Superintendent of Schools requires parents/guardians to furnish the San Diego County Office of Education with the current information specified below:

1. Parent/guardian's home address and telephone number
2. Parent/guardian's business address and telephone number
3. Parent/guardian's cell phone number and e-mail address, if applicable

CLASSIFICATION: Students**ADOPTED: 10/11/95****REVISED: 9/18/08****SUBJECT: Health Care and Medical Emergencies****PAGE: 7 of 9**

4. Name, address, and telephone number of a relative or friend who is authorized by the parent/guardian to provide transportation and care for the student in cases of emergency when the parent/guardian cannot be reached
5. Local physician to call in case of emergency

The San Diego County Office of Education shall not be held liable for the reasonable treatment of a student without the consent of the parent/guardian when the student requires emergency medical treatment and the parent/guardian cannot be reached, unless a written objection to medical treatment has been previously filed with the County Superintendent of Schools by the parent/guardian.

Resuscitation

Employees of the County Superintendent of Schools are expected to respond to emergency situations without discrimination. If any student needs resuscitation, employees shall make every effort to resuscitate him/her.

The County Superintendent of Schools prohibits employees from accepting or following any parental or medical "do not resuscitate" (DNR) orders. School staff is not to be placed in the position of determining when such orders should be followed. A properly executed DNR order shall be passed on to emergency medical staff when they assume the direct medical care of a student.

External Defibrillation

Staff who volunteer to be designated as responders in an emergency that may involve the use of an automated external defibrillator (AED) shall complete an approved basic cardiopulmonary resuscitation (CPR) and AED use course.

Staff at schools and programs operated by the County Superintendent of Schools where AEDs have been placed shall be notified annually of the location(s) of the AED(s) and shall receive a brochure, approved by the American Heart Association or

CLASSIFICATION: Students**ADOPTED: 10/11/95****REVISED: 9/18/08****SUBJECT: Health Care and Medical Emergencies****PAGE: 8 of 9**

American Red Cross, that describes the correct use of the device. The brochure, or similar information, shall be posted next to every AED.

The County Superintendent of Schools or designee shall ensure that AEDs are properly maintained and regularly tested in accordance with manufacturer's instructions.

PARENT/GUARDIAN NOTIFICATION

The County Superintendent of Schools or his/her designee shall ensure that all parents/guardians of students enrolled in the schools and programs operated by the County Superintendent of Schools are informed of the procedures and requirements established by this administrative regulation.

At the beginning of the school year or upon a student's enrollment in school, parents/guardians of students enrolled in Special Education schools and the JCCS shall be notified of the requirement to provide emergency contact information and of the following requirements related to the administration of medication at school:

1. Students who need to take medication during the school day may be assisted by a designated employee or allowed to self-administer medication subject to conditions specified in this administrative regulation.
2. Parents/guardians of a child who is on a continuing medication regimen for a non-episodic condition have an obligation, pursuant to Education Code section 49480, to inform the school administrator of the name of the medication being taken, the current dosage, and the name of the supervising health care provider. With the consent of the parent/guardian, the designated employee of the County Superintendent of Schools may communicate with the prescribing health care provider regarding the possible effects of the drug on the student's physical, intellectual and social behavior, as well as possible behavioral signs and symptoms of adverse side effects, omission, or overdose.

CLASSIFICATION: Students**ADOPTED: 10/11/95****REVISED: 9/18/08****SUBJECT: Health Care and Medical Emergencies****PAGE: 9 of 9**

The director, Outdoor Schools, or designee shall require districts/schools to notify parents/guardians of students participating in Outdoor Schools of the procedures related to the administration of medication and the requirement to provide emergency contact information.

REPORTING STUDENT INJURIES

School/program administrators shall maintain procedures to ensure that reports of student injuries are filed with the County Superintendent of Schools or his/her designee (see Administrative Regulation No. 3532, Student Accident/Injury/Insurance Reporting).

Administrative Regulations: 6157, 6159

**Derivation: Administrative Regulation 5141, Health Care and Emergencies, Adopted 10/11/95.
Amended and Renamed 9/18/08**

Legal Reference: Education Code
48980, 49407- 49408, 49414, 49414.5, 49423, 49423.1, 49423.5, 49480
Family Code
6550 – 6552
Health and Safety Code
1797.196
California Code of Regulations, Title 5
600 – 611, 3051.12
United States Code, Title 20
1414(d)
United States Code, Title 29
794
County Counsel Opin. No. 82-02567/CDL Dated 8/27/82

Management Resources: Form 291, Outdoor Education Program, San Diego County Office of Education
Juvenile Court and Community Schools Medical Authorization and Plan, San Diego County Office of Education
Outdoor School Registration Forms, San Diego County Office of Education at <<http://www.sdcoe.net/outdoored2/?loc=forms&m=1>>
Program Advisory on Medication Administration, California Department of Education at <www.cde.ca.gov/ls/he/hn/medadvisory.asp>