



**Administration of Medications, Emergencies, Anti-Seizure Medication, Opioid Antagonist  
Administration, Administration of Medicinal Cannabis and Head Lice**  
Board Policy Date Approved: April 9, 2024

**Administration of Medications**

**Objective:**

To establish guidelines and procedures for safe and responsible administrations of medications to learners during school hours or outside of school activities.

**Scope:**

These policies apply to all school staff responsible for administering medications to learners during school hours and activities, including school field trips, and camps or other activities that typically involve at least one overnight stay away from home, if administration of the medication is absolutely necessary during school hours and the learner cannot self-administer or another family member cannot administer the medication at school.

**Responsibilities:**

Medication administration by nursing and non-nursing school staff, policies and procedures shall be consistent with federal and state laws.

**Procedure:**

The following information for medication administration in school is to establish clear and standardized guidelines for the safe and responsible handling of medications for learners.

**Administration of Medications -Requirements for Administration or Assistance**

**Authorized Personnel:** A nurse who is employed by the School and certified in accordance with Education Code section 44877 will administer or assist in administering the medication to learners. When a school nurse is not available, a designated School employee who has been trained, will administer the medication or otherwise assist the learners in agreement with the authorized healthcare provider's written statement and parent written consent.

**Medication Authorization:**

Before the school can allow a learner to carry and self administer any medication prescribed, or have authorized school personnel assist to administer medications to a learner, the school must receive a copy of all the following documentation:

- The School shall obtain, from parent/guardian, the Request for Medication to be taken during school hours form: [Request for Medication form during school hours](#).
- The authorization form must include:
  - Authorization from the learner's parent/ guardian and be completed by their authorized health care provider with contact information, the written authorization should provide permission for the School to communicate directly with the authorized health care provider, as may be necessary, regarding the authorized health care provider's written statement.
- The school shall, ensure authorization form includes learners name, medication name, dosage, frequency, special instructions, including the period of time during which the medication is to be taken and a statement that the medication must be taken during regular school hours, as well as detailing the method, amount and time schedule by which the medication is to be taken.
- In the cases of self-administration of asthma medication or prescription auto-injectable epinephrine, the School must also receive a confirmation from the authorized health care provider that the learner is able to self-administer the medication and a written statement from the parent/guardian consenting to the learner's self-administration and releasing the School and its personnel from civil liability if the self-administering learner suffers an adverse reaction by self-administering his/her medication.

#### **Safe Practices for Medication Administration:**

- New medication form by the parent/ guardian and the authorized health care provider shall be required annually and whenever there is a change in the learner's authorized health care provider, or a change in the medication.
- Parent(s)/guardian(s) of learners requiring administration of medication or assistance with administration of medication shall personally deliver the medication for administration to the health office.
- School nurse or other designated school personnel shall:
  - Accept delivery of medications from parent/ guardian and count and record them upon receipt in the medication check in log [Medication check in/ Sign in sheet](#).
- The School shall provide a response to the parent/guardian within 10 business days of receiving the request for administration and the physician statement regarding which School employees are designated to administer medication to the learner.
- If there is not a current medication form on file, provided by the learner's parent or guardian and authorized health care provider, the School may not administer or assist in administration of medication.
- If medication is expired or medication form is not current, the parent will be advised to pick up medication as soon as possible or provide medication form signed by their child's physician.
- If a parent has to be called and the parent wishes, the parent can come to the school, and administer medication to their child, the school must keep a log: [Medication administered by parent log in sheet](#) for each child receiving medication from their parent and have the parent sign the log along with the name of the medication that is being administered.

- The School will provide each parent with a reminder at the beginning of each school year that they are required to provide the proper written statements.
- Parent(s)/guardians (s) of learners who have previously provided consent for the School to administer medication or assist a learner with administration of medication may terminate consent by providing the School with a signed written withdrawal of consent on a form obtained from the office of the School Director.

#### **Storage of Medication:**

- Medication for administration to learners shall be maintained in the office of the School nurse or designee in a locked cabinet.
- It shall be clearly marked for easy identification.
- If the medication requires refrigeration, the medication shall be stored in a refrigerator in a locked office, which may only be accessed by the School nurse and other authorized personnel.
- If stored medication is unused, discontinued or outdated, the medication shall be returned to the learner's parent/guardian where possible.
- If not possible, the School shall dispose of the medication by the end of the school year in accordance with applicable law.

#### **Confidentiality:**

- School personnel with knowledge of the medical needs of learners shall maintain the learners' confidentiality.
- Any discussions with parents/guardians and/or authorized health care providers shall take place in an area that ensures learner confidentiality.
- All medication records or other documentation relating to a learner's medication needs shall be maintained in a location where access is restricted to the School Director, the School nurse or other designated School employees.

#### **Deviation from Authorized Health Care Provider's Written Statement:**

If a material or significant deviation from the authorized health care provider's written statement is discovered, notification as quickly as possible shall be made as follows:

- 1) If discovery is made by a licensed healthcare professional, notification of the deviation shall be in accordance with applicable standards of professional practice;
- 2) If discovery is made by an individual other than a licensed healthcare professional, notification shall be given to the School Director, the learner's parent/guardian, any School employees that are licensed health care professionals and the learner's authorized health care provider.

#### **Medication Administration:**

(The following steps will be taken each time a learner is assisted in taking medication)

1. Identify the authorized staff member responsible for medication administration.
2. Wash hands thoroughly before and after administering medications.

3. Administer medications according to the authorized dosage and schedule.
4. Verify the learner's identity, by name and date of birth before administering the medication.
5. Double-check the medication against the authorized medication form to ensure accuracy.
6. Tip the pill bottle so the pill falls into the upturned lid, and allow the learner to take the pill from the upturned lid. If inhaler, hand it to the learner. Observe the learner taking the medication.
7. Record all medication administrations in a dedicated log.
8. Include date, time, medication name, route of medication, amount and staff members first, last name and initials.
9. The school will report to a learner's parent/guardian and the director or site administrator any refusal by the learner to take medication.
10. Report to the site administrator the learner's parent/ guardian and if necessary the authorized healthcare provider if medication was not administered properly, wrong medication given, or failure to administer medication in accordance with the provider's written statement.

### **Specialized Physical Health Care Services for Individuals with Exceptional Needs:**

#### **Authorized Personnel:**

The following individuals may assist learners with exceptional needs who require specialized physical health care services during the regular school day:

1. Qualified persons who possess an appropriate credential issued pursuant to Education Code sections 44267 or 44267.5
2. Qualified designated school personnel trained in the administration of specialized physical health care if they perform those services under the supervision, pursuant to 5 C.C.R. § 3051.12, of a credentialed school nurse or licensed physician and surgeon and the services are determined by the credentialed school nurse or licensed physician and surgeon, in consultation with the physician treating the pupil, to include all of the following:
  - a. Routine for the pupil;
  - b. Pose little potential for harm for the pupil;
  - c. Performed with predictable outcomes, as defined in the Individualized Education Program of the pupil;
  - d. Does not require a nursing assessment interpretation, or decision making by the designated school personnel
3. Persons providing specialized physical health care services for learners with exceptional needs shall demonstrate competence in basic cardiopulmonary resuscitation and shall be knowledgeable of the emergency medical resources available in the community in which the services are performed.

Specialized health or other services for learners with exceptional needs that require medically related training shall be provided pursuant to the procedures identified in this policy.

Specialized physical health care services include catheterization, gastric tube feeding, suctioning or other services that require medically related training.

### **Emergencies and Emergency Medication**

**Objectives:**

- To establish guidelines and policies for effectively responding to various types of emergencies that occur at school.
- To establish guidelines and policies for the safe and timely administration of emergency medications to learners at school when medically necessary.

**Scope:**

- These policies apply to all school personnel, learners, and visitors during school hours, extracurricular activities and school events.
- These policies apply to all school staff for administering Emergency medications during school hours, and extracurricular activities and events.

**Responsibilities:**

- Emergencies- Emergency situations shall be handled in a timely manner. When necessary the appropriate personnel will be called to assist.
- Emergency medication administered by school personnel, shall follow policies and procedures and be consistent with guidelines, federal and state laws.

**First Aid and CPR:**

- All facilitators are encouraged to be certified in first aid and CPR as well as getting recertified every 2 years in either first aid or CPR.
- Every classroom is encouraged to have a First Aid Kit containing appropriate supplies.
- First aid will be administered whenever necessary by trained staff members.

**Resuscitation Orders:**

- School employees who are trained are expected to respond to emergency situations without discrimination.
- If any learner 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 School Director, or his/her designee, shall ensure that all parents/guardians are informed of this policy.

### **Emergency Contact Information:**

- For the protection of a learner's health and welfare, the School shall require the parent/guardian(s) of all learners 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).
- The name, address and telephone number of a relative or friend who is authorized to care for the learner in any emergency situation if the parent/guardian cannot be reached.

### **Emergency Medications/ Emergency Aid to learners 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.
- Trained School personnel shall immediately administer an epinephrine auto-injector to a person exhibiting potentially life-threatening symptoms of anaphylaxis at School or a School related activity when a physician is not immediately available.
- The School Director shall create a plan addressing the following issues:
  - Designation of the individual(s) who will provide the training for administration of emergency epinephrine auto injectors;
  - Designation of a licensed health care provider or local emergency medical services director for consultation for the prescription of epinephrine auto-injectors;
  - Documentation as to which School personnel will obtain the prescription from the identified individual, and the medication from a pharmacist.
  - Documentation as to where the medication is stored and how the medication will be made readily available in case of an emergency.
- If the epinephrine auto-injector is used, the school nurse or other qualified personnel shall restock as soon as reasonably possible, no later than two weeks.
- Epinephrine auto-injectors should be restocked before their expiration date.(Education Code 49414)
- In the event that Epinephrine auto-injector pen is used, notify the school network nurse via email at : [nurse@ileadcalifornia.org](mailto:nurse@ileadcalifornia.org). Schools are encouraged to keep track of using epinephrine auto-injector, by using the [Epinephrine Administration Tracking log.docx](#) tracking sheet. This information is used when applying for additional EpiPens through the EpiPens4Schools program.

### **Emergency Medication for Opioid Overdose:**

- The school may elect to provide emergency naloxone hydrochloride to schools for the purpose of providing emergency medical aid to persons suffering from or suspected to be suffering from an opioid overdose.
- Trained school personnel shall immediately administer emergency naloxone hydrochloride to any person exhibiting symptoms of opioid overdose at school or school activity.
- The School Director or designee can or designate one or more volunteer employees to receive initial and annual refresher and training at no cost.
- In determining whether to make this medication available, the School Director or designee shall evaluate the emergency medical response time to the school and determine whether initiating emergency medical services is an acceptable alternative to providing an opioid antagonist and training personnel to administer the medication. (Education Code 49414.3)
- When available at the site, the school nurse shall provide emergency naloxone hydrochloride for emergency medical aid to any person exhibiting potentially life-threatening symptoms of an opioid overdose at school or a school activity.
- Other designated personnel who have volunteered and have received training may administer such medication when a school nurse or physician is unavailable, and shall only administer the medication by nasal spray or auto-injector. (Education Code 49414.3)
- The following form [Solicitation of Volunteer Nonmedical School Personnel - Google Docs.pdf](#) will be used for non licensed school employees volunteering to administer naloxone hydrochloride.
- An employee who volunteers may rescind his or her offer to administer emergency naloxone hydrochloride or another opioid antagonist at any time, including after receipt of training.
- The School Director shall create a plan addressing the following issues:
  - Designation of the individual(s) who will provide the training for administration of emergency naloxone hydrochloride;
  - Designation of a licensed health care provider or local emergency medical services director for consultation for the prescription of naloxone hydrochloride;
  - Documentation as to which School personnel will obtain the prescription from the identified individual and the medication from a pharmacist
  - Documentation as to where the medication is stored and how the medication will be made readily available in case of an emergency.
- If the naloxone hydrochloride is used, the school nurse or other qualified supervisor of health, or district administrator, as applicable, shall restock the medication as soon as reasonably possible, no later than two weeks, the medication should be restocked before its expiration date.
- In the event that naloxone hydrochloride is used, notify the school network nurse via email at : [nurse@ileadcalifornia.org](mailto:nurse@ileadcalifornia.org). Schools are encouraged to keep track of using Naloxone kits, or reversals (lives saved) using the [Report of Naloxone Administration](#) tracking sheet. This information is used when applying for additional naloxone kits through NDP (Naloxone Distribution Program).

### **Administration of Emergency Anti-Seizure Medication:**

If a learner diagnosed with seizures, a seizure disorder, or epilepsy has been prescribed an emergency anti-seizure medication by the learner's health care provider, the school, upon receipt from the learner's parent or guardian, may designate one or more volunteers at the learner's school to receive initial and annual refresher training, based on prescribed standards, regarding the emergency use of anti-seizure medication from the school nurse or other qualified person designated by an authorizing physician and surgeon.

- A school nurse, or if the school nurse is not available or onsite, a properly trained volunteer may administer emergency anti-seizure medication in accordance with the Education Code to a learner diagnosed with seizures, a seizure disorder, or epilepsy if the learner is suffering from a seizure.
- The volunteer training shall be in line with the minimum standards of training established by the Superintendent of Public Instruction and shall include all of the following:
  - Recognition of the signs and symptoms of seizures and the appropriate steps to be taken to respond to those symptoms;
  - Administration, or assisting with the self-administration of, an emergency anti-seizure medication, or a medication or therapy prescribed to treat the symptoms of seizures, seizure disorders, or epilepsy
  - Basic emergency follow up procedures;
  - Written materials covering the information required by statute.

An employee who volunteers may rescind their offer to administer emergency anti-seizure medication at any time, including after receipt of training.

- If the school obtains written consent from a parent or guardian and a seizure action plan from the learner healthcare provider, to request for assistance with administration of anti-seizure medication in accordance with Section 99.30 of Title 34 of the Code of Federal Regulations, the seizure action plan shall be distributed to any school personnel or volunteers responsible for the supervision or care of that learner.
- The following form [Volunteer for emergency seizure medication](#) will be used for unlicensed school employees volunteering to administer emergency anti-seizure medication.
- Seizure Action Plan: Before administering emergency anti-seizure medication or therapy, the School shall obtain from the learner's parent or guardian a seizure action plan that includes all of the following:
  - Authorization, in writing, for the medication to be administered to the learner at school;
  - Authorization shall be renewed each school year, unless needed sooner;
  - A copy of a statement, in writing from the learner's health care provider that includes the following:
    - Learner's name;
    - The name and purpose of the medication;
    - The prescribed dosage;
    - The method of administration;
    - The frequency with which the medication may be administered;

- Detailed seizure symptoms, including frequency, type, or length of seizures that identify when the administration of an emergency anti-seizure medication becomes necessary;
- The circumstances under which the medication may be administered;
- Any potential adverse responses by the learner and recommended mitigation actions, including when to call emergency services, including the emergency 911 telephone number;
- A protocol for observing the learner after a seizure, including, but not limited to, whether the learner should rest in the school office, whether the learner may return to class, and the length of time the learner should be under direct observation;
- How and where the emergency anti-seizure medication will be stored at the school.

If the School obtains written consent, the seizure action plan shall be distributed to any school personnel or volunteers responsible for the supervision or care of that learner.

The School shall notify the nurse, or the school administrator (or designee) if there is no nurse, if an employee at the school administers an anti-seizure medication to a learner. The notice shall be kept on file in the health office or the school administrator's office.

### **Administration of Medicinal Cannabis:**

It is the policy of the School to allow a parent or guardian of a learner to possess and administer to a learner who is a qualified patient pursuant to Health and Safety Code section 11362.7, et seq., medicinal cannabis at the school site, subject to the following requirements.

- It is not required for a School staff member to administer medicinal cannabis to a learner.
- The parent/guardian shall not administer the medicinal cannabis in a manner that disrupts the educational environment or exposes other pupils to medicinal cannabis.
- It is in the sole discretion of the School as to what disrupts the educational environment.
- Medicinal Cannabis must be brought by the parent(s)/guardian(s) to the school site for administration.
- The parent/guardian will then remove any medicinal cannabis left on the school site after the medicinal cannabis has been administered to their learner and take home with them.
- Before administering the medicinal cannabis, the parent/guardian shall provide the school a valid written medical documentation for medicinal cannabis for the learner to be kept on file at the school.
- For purposes of confidentiality and disclosure, learner records collected in accordance with this policy shall be treated as medical records and shall be subject to all provisions of state and federal law that govern the confidentiality and disclosure of medical records.

This policy may be amended or rescinded at a regularly scheduled board meeting for any reason, including but not limited to, if the School is at risk of, or has lost, federal funding as a result of the policy. The policy may be amended or rescinded at a special meeting if both of the following are met:

- Exigent circumstances necessitate an immediate change to the policy; and
- At the meeting the governing board will address the intent to amend or rescind the policy.

For purposes of this policy, cannabis means all parts of the plant *Cannabis sativa* L., whether growing or not; the seeds thereof; the resin extracted from any part of the plant; and every compound, manufacture, salt, derivative, mixture, or preparation of the plant, its seeds or resin. Cannabis products means cannabis that has undergone a process whereby the plant material has been transformed into a concentrate, including, but not limited to, concentrated cannabis, or an edible or topical product containing cannabis or concentrated cannabis and other ingredients. Medicinal cannabis excludes medicinal cannabis or cannabis products in a smokeable or vapeable form.

### **Lice Guidelines and Policy**

<b>Objective:</b> To establish guidelines and policies for the identification management and prevention of lice infestations among learners at school.
<b>Scope:</b> These policies apply to all school staff, learners, parents/guardians in the school community.
<b>Responsibilities:</b> Policies and procedures shall be consistent that learners with head lice should be cared for appropriately, and actions are taken to minimize risk of cross infection.

- To prevent the spread of head lice infestations, school personnel shall report all suspected cases of head lice to the School nurse, or designee, as soon as possible.
- School personnel shall maintain the privacy of learners identified as having head lice.
- The nurse, or designee, shall examine the learner and any siblings of affected learners or members of the same household.
- If live head lice are found on a learner(s) at school, or infestation is suspected, parents/guardians shall be notified by the end of the school day and provided educational materials, such as [CDPH Head Lice Flyer](#) and [How-To Guide for Nit Combing](#) to instruct parent/guardian on the proper treatment and control of head lice.
- The learner's parent/guardian shall be notified that their child will be rechecked the following day upon their return to school after treatment of over-the-counter use or prescription lice killing product has been completed and will be permitted to stay in class if no active head lice are found. Should nits be found, the learner can continue attending school.

- If it is determined that the learner remains infected with active head lice or it is a recurring issue the school nurse or designee shall contact the learner's parent/guardian to discuss treatment. If necessary the school nurse or designee may provide additional resources that include the local health department, health care providers, or other agencies to determine the best approach to identify and resolve the impact of the child's recurring louse infestation. The school (director) or designee recognizes that head lice infestations among learners require treatment, but do not pose a risk of transmitting disease.
- The school (director) or designee shall encourage early detection and treatment in a manner that minimizes disruption to the educational program and reduces learner absences.
- Encouraging parents/guardians to perform additional checks for head lice after treatment may help determine if treatment was successful and/or if an active head lice infestation has been resolved.
- In the event of one or more persons infested with lice in a classroom, it shall be at the school's discretion if a classroom or school-wide notification will be sent out to notify other learners and parent/guardian of the exposure to head lice and provide them with information about the detection and treatment of head lice.
- If school notifies parent/guardian of the exposure, the exposure letter [Head Lice Notification template](#) may be used.
- For up to date information on Lice prevention: [CDPH Guidance on Head Lice Prevention and control for K-12 Schools](#)