

GREENWICH PUBLIC SCHOOLS
Greenwich, Connecticut

Policy E- 001 – PROGRAMS, SERVICES AND CURRICULUM

Procedure E- 001.12 - MEDICATIONS

Consistent with the revised regulation Section 10-212a of the General Statutes of Connecticut, medications may be administered by a school nurse in accordance with the orders of a licensed physician, dentist, Advanced Practice Registered Nurse (APRN) or Physician's Assistant (PA) and written authorization from parent and/or guardian or, in the absence of such nurse, the principal and/or any teacher of a school trained in the administration of medication. The following procedures, based on Connecticut Statutes and appropriate regulations of the State Department of Health, will apply:

1. The parent and/or guardian of any student who is required by a physician to receive medications during school hours will bring the medication to the school nurse, together with the appropriate medication authorization form signed by a physician, dentist, advanced practice registered nurse (APRN) or physician's assistant (PA) licensed to practice in the State of Connecticut or New York.
2. Administration of such medications will be the responsibility of the school nurse or, in his/her absence, by the principal or a teacher appropriately designated. Any principal or teacher giving a medication to a student shall receive training in safely administering such medication from the school nurse. The physician, dentist, APRN or PA must order the medications to be administered using the Greenwich Public Schools' "Medication Authorization Form" which specifies the duration of the order, name of the drug, expected results, the dose, the route, and possible side effects. This duration is not to exceed the academic school year including summer school.
3. In any school where medications are administered, an individual log sheet for each student, alphabetized in a notebook, shall be used for recording in the administration of medications. In each case the date and time of administration shall be shown, the name of the student to whom medication was administered, the kind and quantity of medications, the name of the prescribing physician and the signature of the nurse, principal or teacher who administered the medication. No transaction so recorded shall be altered under any circumstances. These log sheets will constitute a permanent record and will be made available to authorized Connecticut State Department of Public Health representatives upon request. Binders of controlled drug log sheets shall be maintained by school year and shall be kept in a designated place for a period of three years from the date of the last transaction recorded in the log.

4. The specific written order of the physician and the written authorization of a parent or guardian referred to above shall be filed with the student's cumulative health record and kept at least three years. A copy of the individual log sheet shall be filed in the cumulative health record.
5. Not more than forty-five (45) school days' supply of a prescribed medication shall be stored in any school. Storage shall be in a place designated by the school public health nurse and in a cabinet or chest that is securely locked at all times. All unused medications must be picked up by the parents at the end of the school year. Any medications remaining in the nurse's office after the end of the school year will be destroyed.

LEGAL REFERENCE:

Connecticut General Statutes
10-212a

Procedure Revised – February 2008