

**NATCHAUG HOSPITAL POLICY AND PROCEDURE MANUAL**  
***TITLE: CLINICAL DAY TREATMENT MEDICATION ADMINISTRATION***

***Policy#: 1.14***

***Section: Community Programs***

***Subsection: School Programs***

**Purpose:**

To outline administering medications to day students.

**Scope:**

Schools with students placed by school districts.

**Policy:**

Natchaug Hospital Clinical Day Treatment (CDT) (school) programs shall comply with Connecticut State law and regulations for the administration of medication by school personnel (Section 10-212 Administration of Medications by School Personnel and Administration of Medication During Before- and After-School Programs and School Readiness Programs). Natchaug Hospital provides nursing coverage for its school sites on a part time basis. School nurses report directly to a Central Office administrator and Principal at each school site. The Hospital's Board of Directors (serving as the Board of Education for Natchaug Hospital school programs) authorizes Natchaug Hospital administration to employ registered nurses to provide supervision of the medication administration process at each school site.

A school nurse (or other registered nurse employed by Natchaug Hospital), the principal, or certified teacher may administer medicinal preparations to any Natchaug CDT student. There must be a written order by a physician, dentist, Advanced Practice Registered Nurse (APRN), or Physician's Assistant (PA) who is licensed in Connecticut and who complies with applicable state regulations regarding prescribing of medications. Additionally, there must be written authorization by a parent or guardian of a child who is administered medications in the school setting.

**Procedures:**

1. Medication receipt, storage, and return
  - a. All medications must be delivered to the CDT site by a parent/guardian or other responsible person over the age of 18. The medications are to be received by the nurse, if available, or by the principal, or certified teacher. In the absence of a nurse, the principal or teacher will count the number of pills for a control drug. A Transfer of Controlled Medication form will be filled out for any medication that is a controlled medication. This form is used to note the number of pills received by the parent/guardian and the number returned, if any, at discharge. Controlled medications will be counted on a weekly basis and the number of pills will be noted on the bottom of the Medication Administration Record (MAR). A nurse is responsible for examining on-site new medications, medication orders, parent authorization, and to develop any administration of medication plans.
  - b. Medications are to be stored in a locked area specifically designated for this purpose and are to be stored in properly labeled original containers. Only authorized personnel are to have access to

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medication storage areas. Controlled medications will be stored under double locks, and not more than a three (3) month supply may be on hand at any given time.

- c. If a student leaves the CDT program, remaining medications are to be given to the parent/guardian or responsible person. Reasonable efforts should be made to contact the person responsible, but if not retrieved within one week, Natchaug Hospital's pharmacist will destroy the medications. The Transfer Form for Controlled Medications indicates the type and amount of medication returned to the responsible adult or destroyed by the pharmacist. The original form should accompany the medication and a duplicate copy should be kept in the student health record.

2. Information for the School Record

- a. The nurse will contact the school system from which the student has been referred to obtain school health records. These records will include immunization history, medication history, and information about health issues/problems. They will be placed in the student educational record.
- b. If a student remains in the CDT program for an extended period, the nurse will ask the parent/guardian to provide evidence of a physical exam and updated immunization record for grades 6 or 7, and grades 9 or 10. Connecticut General Statutes Sections 10-206 (b) and (c) states that a test for tuberculosis will be included "when the local or regional Board of Education determines, after consultation with the school medical advisor and local health department, that such a test is necessary."
- c. The nurse will ensure that there is an appropriate order by a practitioner licensed to prescribe medication in the state of Connecticut. Authorization for the Administration of Medicines by School Personnel form which will specify the date of the order, name of the medication, dose, route, schedule of administration, length of time the medication is to be administered, and the reason for use of the medication. The nurse will additionally ensure that there is parent/guardian signature on the authorization form prior to administration of medication in a school setting. Aspirin or aspirin-like substitutes may be given with only parental/guardian permission (no Doctor's order is required).
- d. Using black ink, the nurse will enter the order on the Medication Administration Record (MAR) and note the order date, expiration date, and instructions for medication administration. The name and age of the student and any allergies will also be noted.

3. Medication Administration

- a. Oral, topical, intranasal and inhalant medications may be administered by the nurse, principal, teacher or coach. In general, injectable medications are given by a nurse. However, in the event of a severe allergic reaction for which an injectable medication has been ordered, administration by the qualified personnel to prevent serious harm or death will occur.

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- b. The staff person giving the medication to the student will note on the Medication Administration Record (MAR) that the medication has been given by initialing, dating and timing the medication administration. The full signature and title of the staff member administering the medication must be entered at the bottom of the MAR. The original Controlled Substance Medication Administration Records must be maintained in the school where the controlled medication authorization was received for three years and a copy transferred within the school district.

4. Medication Emergency

- a. In the event of a medication emergency (any untoward reaction, including allergic reactions, severe side effects, overdose), the student is to be examined by a physician or nurse. This may take place on site, at Natchaug Hospital, in a doctor's office, or at the nearest emergency room. **911 will be called as appropriate.**
- b. In the event of a medication emergency, the following people should be notified; Parent / legal guardian, physician, and Director of School Programs, in addition to the School Principal, who will notify the Local Education Agency (LEA).
- c. The local Poison Information center telephone number and the procedure in the event of a medication emergency or error is readily available in school.

7. Medication Errors

- a. Medication errors include the following:  
Failure to administer medication as ordered; administering medication to the wrong student or in an incorrect dosage or route; failure to administer medication according to generally accepted standards of practice; administration of medication that has not been ordered; administration of medication that has not been authorized by the responsible adult.
- b. If a medication error occurs, a consultation with the Site Principal and, if necessary, a physician and/or nurse will occur.
- c. The following are to be notified if a medication error takes place:  
The physician, parent/legal guardian, prescribing MD, Site Principal, and Nursing Director
- d. An incident report should be completed by the person who made the error and completed before the end of that day.

7. Training of the Principal and Teachers

- a. On at least an annual basis, the Principal, teachers and coaches will be trained by a Natchaug Hospital nurse regarding commonly used medications in the behavioral health treatment of children and adolescents, identification of medications, identification of students, proper methods for pouring and administering medication, observation of students as they take medication and for

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side effects, procedures for medication emergencies and errors, and review of the CDT medication procedures.

- b. The nurse providing the training will document the competency of the Principal, teachers and coaches. One copy of the competency documentation will be kept within the school site and another will be put in the Natchaug Hospital employee educational files. Additionally, educational materials used in the training will be retained at each site.
- c. At any time, a nurse, the Principal, coach or teachers may call the doctor or Medical Advisor covering Natchaug Hospital, the Director of Nursing/Nurse Supervisor, or the pharmacy with any questions or concerns regarding a medication administration issue in a CDT program.

9. Self-administration of Medication

- a. Students with a verified chronic medical condition and are deemed capable to self-administer prescribed emergency medication, including rescue asthma inhalers and cartridge injectors for medically-diagnosed allergies, to self-administer such medication. Students may self-administer medication with only the written authorization of an authorized prescriber and written authorization from a student's parent or guardian (or eligible student.) The school nurse will assess the student's competency for self-administration in the school setting, including safe control of the medication at all times according to the school policy/individual student plan.

10. General Nursing Supervision.

- a. A nurse will review the medication administration process at least weekly at each CDT site. This review will involve checking for practitioner orders and reviewing MARs to ensure that both orders and MAR sheets are up to date. The nurse will also provide medication information to teaching staff as requested and will interface with local schools regarding the health issues and needs of students with special health conditions.

The Inpatient School and Journey School follow medication administration policies for those students.

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